

UNITED STATES

GOVERNMENT PRINTING OFFICE

# Style Manual

(ABRIDGED)

JANUARY 1967





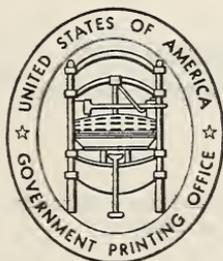
UNITED STATES  
GOVERNMENT PRINTING OFFICE

# Style Manual

(ABRIDGED)

ISSUED BY THE PUBLIC PRINTER  
UNDER AUTHORITY OF SECTION 51 OF AN ACT  
OF CONGRESS APPROVED JANUARY 12, 1895

Revised Edition, January 1967



WASHINGTON : 1967

UNITED STATES  
GOVERNMENT PRINTING OFFICE  
STYLE BOARD

MILTON SHAPIRO, *Chairman*

JAMES W. BISH  
ARTHUR W. BOWERMAN  
ERNEST M. ELLIS  
CHARLES M. KILLENS, JR.  
EDWARD A. RICHARDS

*Ex Officio*

ALBERT O. LUTHER  
*Production Manager*  
JAMES W. TEW  
*Planning Manager*  
AARON S. BLAUER  
*Foreman, Proof Section (1)*  
JOSEPH D. MUDD  
*Night Production Manager*  
ROBERT B. WILLHIDE, JR.  
*Superintendent of Composition*  
J. PRESTON TURNER  
*Foreman, Proof Section (2)*



UNDER DIRECTION OF THE PUBLIC PRINTER

JAMES L. HARRISON

---

The Library of Congress has cataloged this *STYLE MANUAL* as follows:

U.S. *Government Printing Office.*

Style manual (abridged) Rev. ed. Washington, 1967.

viii, 284 p. 24 cm.

1. Printing, Practical—Style manuals. 2. Authorship—Hand-  
books, manuals, etc. I. Title.

Z253.U58 1967a

655.25

67-60027

Library of Congress

APPROVED BY  
THE JOINT COMMITTEE  
ON PRINTING

+

CONGRESS OF THE UNITED STATES,  
JOINT COMMITTEE ON PRINTING,  
*Washington, December 12, 1966.*

DEAR SIR: Receipt is acknowledged of the proof pages of the Government Printing Office STYLE MANUAL for inspection and approval.

The STYLE MANUAL as compiled and submitted is approved by the Joint Committee on Printing.

Respectfully,

CARL HAYDEN,  
*Chairman.*

To the PUBLIC PRINTER,  
Government Printing Office.

EXTRACT FROM THE  
PUBLIC PRINTING LAW

OF JANUARY 12, 1895

+

SECTION 51. THE FORMS AND STYLE IN WHICH THE PRINTING OR BINDING ORDERED BY ANY OF THE DEPARTMENTS SHALL BE EXECUTED, AND THE MATERIAL AND THE SIZE OF TYPE TO BE USED, SHALL BE DETERMINED BY THE PUBLIC PRINTER, HAVING PROPER REGARD TO ECONOMY, WORKMANSHIP, AND THE PURPOSES FOR WHICH THE WORK IS NEEDED (U.S.C., TITLE 44, SEC. 216).

## PREFACE

By act of Congress the Public Printer is authorized to determine the form and style of Government printing. The *STYLE MANUAL* is the product of many years of public printing experience, and its rules are based on principles of good usage and custom in the printing trade. In addition, the *MANUAL* attempts to keep abreast of and sometimes anticipate changes in orthography, grammar, and type production. It has grown with Government and the ever-expanding body of language with new terms and expressions.

Essentially, it is a standardization device designed to achieve uniform word and type treatment, and aiming for economy of word use. Such rules as are laid down for the submission of copy to the GPO point to the most economical manner for the preparation and type-setting of manuscript. Following such rules eliminates the need of additional chargeable processing by the GPO.

For the purposes of this *MANUAL*, printed examples throughout this volume are to be considered the same as the printed rules.

It should be remembered that the *MANUAL* is primarily a GPO printers stylebook. Easy rules of grammar cannot be prescribed, for it is assumed that editors are versed in correct expression. As a printers book, it necessarily uses terms which are obvious to those skilled in the graphic arts. A glossary of such printing terms to be complete would unnecessarily burden the *MANUAL*. (See bibliography on pp. 2-3.)

Its rules cannot be regarded as rigid, for the printed word assumes many shapes and variations in type presentation. An effort has been made to provide complete coverage of those elements which enter into the translation of manuscript into type.





# CONTENTS

Chapter	Page
Preface .....	v
1. Suggestions to authors and editors .....	1
2. General instructions .....	7
3. Capitalization .....	23
4. Guide to capitalization .....	33
5. Spelling .....	61
6. Compound words .....	73
7. Guide to compounding .....	81
8. Plant and insect names .....	131
9. Punctuation .....	137
10. Abbreviations .....	153
11. Numerals .....	169
12. Italic .....	175
13. Signs and symbols .....	177
14. Tabular work .....	183
15. Leaderwork .....	213
16. Text footnotes, indexes, and contents .....	217
17. Datelines, addresses, and signatures .....	221
18. Courtwork .....	229
19. Useful tables .....	241
20. Counties .....	255
Index .....	265

IDEAL COPY FOR PRINTER

Below is an example of a manuscript page showing double-spaced copy, copy preparation, type size and line width, leading, initial and display type marked, and proper placement of footnote. Page is complete and requires no copycutting. Tabular matter and illustrations should be submitted on separate sheets. (See rules 1.2, 1.5, 1.6, p. 1; 2.1, p. 7.)

10 pt

26½ pi F. I. C. Leaded

6-pica link

21

new odd page

CHAPTER 2 case 865 Cslc ctr

AUTHOR'S ALTERATIONS COST MONEY AND CAUSE DELAY ✓ case 865 capactr

□ It is very tempting to make alterations to proofs. You can delete a word here . . . change a phrase there . . . put a comma somewhere else: there seems nothing to it! □ case 862

2 line case 867 initial

In fact, each alteration or addition means laborious and therefore costly work for the printer. Every single letter and punctuation mark and space in a proof is represented by a tiny piece of metal called "type" or it may be a solid line of type (Linotype), which will be reset. Each correction may produce further errors. In addition, every time the form has to be unlocked there is always the possibility that the pieces of type will slip out of position and cause misprints.

3 Leads Expensive afterthoughts/ Case 862 Fl. left lc

Every alteration made in a proof means higher printing costs. No less important, they mean a delay which may result in postponement of publication date. Author's alterations should be kept to the absolute minimum. printers' proofs are intended for checking, not for alteration.

It has been said that authors would dispense with most of their alterations if they had to pay on the spot for making them.

Most of the alterations made on proofs are avoidable because they should have been made on the manuscript before typesetting began. Too often an author thinks "Oh! never mind, I can always alter it on the proof." This attitude is disastrous—it leads straight to extra costs. Even the simplest change, so easy to make on a proof, is time-wasting and costly to carry out.

Manuscript preparation should follow this Style Manual. c+s

8 pt. footnote

JOHN DOE, Printing Superintendent.

Reprinted by courtesy of the British Federation of Master Printers, in collaboration with the Publishers Association.

## 1. SUGGESTIONS TO AUTHORS AND EDITORS

1.1. This **STYLE MANUAL** is intended to facilitate Government printing. Careful observance of the following suggestions will aid in expediting publication and in reducing printing expenditures.

1.2. Copy must be carefully edited in accordance with the style laid down herein before being sent to the Government Printing Office. Changes on proofs add greatly to the expense and delay the work.

1.3. Legible copy, not faint carbon copies, must be furnished. This is essential in foreign-language copy and in copy containing figures.

1.4. Copy should be sent flat, with the sheets numbered consecutively, and typewritten on one side of the paper only. If both sides of reprint copy are to be used, a duplicate must be furnished.

1.5. To avoid mutilation of copy, each page should begin with a paragraph.

1.6. Tabular matter and illustrations should be on sheets separate from the text, as each is handled separately during typesetting.

1.7. Proper names, signatures, figures, foreign words, and technical terms should be written plainly.

1.8. Manuscript and typewritten copy in a foreign language should be marked accurately as to capitalization, punctuation, accents, etc.

1.9. Footnote reference marks in text and tables should be arranged consecutively from left to right across each page.

1.10. Photographs, drawings, legends, etc., for illustrations should accompany the manuscript, each bearing the name of the publication in which it is to be inserted and the figure or plate number. The proper place for each text figure should be indicated on the copy by inserting its number and title. If the legends are placed on one or two sheets of the manuscript copy, it is preferable that the copy for the legends be placed at the beginning of the manuscript to facilitate the placing of the legends in the proper position.

1.11. A requisition for work containing illustrations must be accompanied by a letter certifying that the illustrations are necessary and relate entirely to the transaction of public business (44 U.S.C. 118). The total number of illustrations and the processes of reproduction desired should also be indicated. Instructions should be given on the margin of each illustration if enlargement or reduction is necessary.

1.12. If a publication is composed of several parts, a scheme of the desired arrangement must accompany the first installment of copy.

1.13. Samples should be furnished if possible. They should be plainly marked, showing the desired type, size of type page, illustrations if any, paper, trim, lettering, or binding; but they will not be considered as style for typesetting if they conflict with the rules in this **STYLE MANUAL**.

1.14. To expedite work production, avoid use of limited-equipment typefaces on text composition wherever possible. Special typefaces (usually faces other than Modern roman) with few fonts delay typesetting production. Refer to GPO Specimens of Type Faces (p. 2) to determine extent of type supply.

**1.15.** In looseleaf or perforated-on-fold work, indicate folio sequence, including blank pages, by circling in "blue." Begin with first page of text (title). Do not folio separate covers and/or dividers.

**1.16.** Indicate on copy if separate or self cover. When reverse printing in whole or in part is required, indicate if solid or in tone.

**1.17.** Avoid use of oversize fold-ins wherever possible. This can be done by splitting a would-be fold-in and arranging the material to appear as facing pages in the text. Where fold-ins are numerous and cannot be split, consideration should be given to folding and inserting these into an envelope pasted to inside back cover.

**1.18.** Every effort should be made to keep complete jobs of over 4 pages to signatures (folded units) of 8, 12, 16, 24, or 32 pages. Over two blank pages at end should be avoided where possible.

**1.19.** Indicate alternate choice of paper on requisition. Wherever possible, confine choice of paper to general use items carried in inventory as shown in GPO Paper Catalog.

**1.20.** When nonstandard trim sizes and/or type areas are used, indicate head and back margins desired. Otherwise, GPO will determine margins. The GPO Letterpress and Offset Printing Standards (also included in GPO Layouts for Imposition) are to be followed wherever possible. (See "Imposition," p. 16.)

**1.21.** Avoid "bleed" cuts wherever possible.

**1.22.** On return of galley proofs for page makeup, departments should submit copy for running heads and numbering sequence of folios, including preliminary pages.

**1.23.** All corrections should be made on first proofs submitted, as later proofs are intended for verification only. All corrections must be indicated on the "R" set of proofs, and only that set should be returned to the Government Printing Office.

**1.24.** Corrections should be marked on the margins of a proof opposite the indicated errors, not by writing over the print or between the lines. All queries on proofs must be answered.

**1.25.** The following related Government Printing Office and departmental publications are available from the Superintendent of Documents, Washington, D.C. 20402:

Word Division, a supplement to Government Printing Office Style Manual, sixth edition (1962), 192 pages.

Basic rules for division of words; division into syllables of about 20,000 words.

Specimens of Type Faces in the U.S. Government Printing Office (revised edition in preparation).

Specimens of typefaces for Government editors, printers, and authors; varieties and sizes available; special signs, ornaments, and characters; and rules and borders. Includes Fotosetter typefaces.

Typography and Design, apprentice training series (intermediate period), 187 pages.

Twenty-four lectures, with questions for study and discussion, books for reading, and suggested projects.

Theory and Practice of Composition, apprentice training series (orientation period), 254 pages.

Forty lectures on type composition, with questions for study and discussion, books for supplementary reading, suggested projects, and a glossary.

Theory and Practice of Presswork, apprentice training series (orientation period), 248 pages.

Forty lectures, with questions for study and discussion, books for supplementary reading, and suggested projects.

Theory and Practice of Bookbinding, apprentice training series (orientation period), 246 pages.

Forty lectures, with questions for study and discussion, books for supplementary reading, and suggested projects.

Layouts for Flat-Bed, Rotary, and Web Press Imposition, 202 pages. Illustrated.

Most frequently used layouts of faceup impositions; types of folds; and a signature-size chart, with index.

U.S. Government Correspondence Manual.

Designed to standardize Government correspondence for uniform format, styles of addresses, salutations, and closings. Prepared by Government Interdepartmental Committee.

Bureau of the Census Manual of Tabular Presentation, 266 pages.

An outline of theory and practice in the presentation of statistical data in tables for publications.

Printer 1 & C, Navy Training Courses, NavPers 10458, 650 pages. Illustrated.

Describes various printing processes, including Linotype, coldtype composition, press, and bindery operations. Discusses typography, layout, and copy preparation. In addition, an explanation of engraving and lithographic processes. A glossary of graphic arts terms is included.

Lithographer 3 & 2, volume 1, Navy Training Courses, NavPers 10452, 584 pages. Illustrated.

Offers a brief history of lithography. Discusses copy preparation, photographic equipment and processing. Also describes stripping, plate graining, and platemaking operations, with a glossary of terms used.

Lithographer 3 & 2, volume 2, Navy Training Courses, NavPers 10453, 608 pages. Illustrated.

This volume continues the subject, with emphasis on operation and maintenance of letter and offset presses, in addition to folding machines. Glossary.

Lithographer 1 & C, Navy Training Courses, NavPers 10454, 336 pages.

Extends discussion of lithography covered in the two volumes above. Further treatment of copy preparation, dummies, camera work, platemaking, presswork and inks, and photoengraving. Glossary.

Guide for Preparation of Air Force Publications, AF Manual 5-1, 171 pages. Illustrated.

Offers suggestions on writing. Describes graphic arts procedures, in addition to artwork preparation, pasteup, reproduction, etc.

Guide for Air Force Writing, AF Manual 11-3, 133 pages.

The U.S. Air Force Dictionary, 578 pages.

Journalist 3 & 2, Navy Training Courses, NavPers 10294, 201 pages. Illustrated.

Manual covers news writing and photography, copy editing, printing, and radio and television. A glossary of journalism, radio, and printing terms is included.

Plain Letters, National Archives and Records Service, General Services Administration, 47 pages.

Directed at those who write and sign letters. Offers writing shortcuts and how to avoid clichés in writing.

Form Letters, National Archives and Records Service, General Services Administration, 33 pages.

Basic elements of form-letter design. Describes use of form letters to replace formal correspondence.

1.26. Corrections in proofs read by authors or department readers must be indicated as follows:

## PROOFREADER'S MARKS

⊙	Insert period	<i>Caps.</i>	Caps—used in margin
↖	Insert comma	≡	Caps—used in text
:	Insert colon	<i>C+SC</i>	Caps & small caps—used in margin
;	Insert semicolon	≡	Caps & small caps—used in text
?	Insert question mark	<i>l.c.</i>	Lower case—used in margin
!	Insert exclamation mark	/	Lower case—used in text
=/	Insert hyphen	<i>w.f.</i>	Wrong font
∨	Insert apostrophe	○	Close up
∨∨	Insert quotation marks	∅	Delete
✱	Insert 1-en dash	⊖	Close up and delete
✱	Insert 1-em dash	⊙	Correct the position
#	Insert space	⌋	Move right
<i>ld</i>	Insert lead	⌈	Move left
<i>skill</i>	Insert virgule	⌈	Move up
∨	Superior	⌋	Move down
∧	Inferior		Aline vertically
(/)	Parentheses	=	Aline horizontally
[/]	Brackets	⌋⌈	Center horizontally
□	Indent 1 em	⌈⌋	Center vertically
□□	Indent 2 ems	⌋	Push down space
¶	Paragraph	⌋	Use ligature
<i>no¶</i>	No paragraph	<i>sq. #</i>	Equalize space—used in margin
<i>tv</i>	Transpose—used in margin	✓✓✓	Equalize space—used in text
~	Transpose—used in text	✓	Decrease space
<i>sp</i>	Spell out	<i>stt.</i>	Let it stand—used in margin
<i>ital</i>	Italic—used in margin	.....	Let it stand—used in text
—	Italic—used in text	⊗	Dirty or broken letter
<i>b.f.</i>	Boldface—used in margin	<i>run over</i>	Carry over to next line
<i>~~~~</i>	Boldface—used in text	<i>run back</i>	Carry back to preceding line
<i>l.c.</i>	Small caps—used in margin	<i>copy out</i>	Something omitted—see copy
≡	Small caps—used in text	<i>Du?</i> ⊕	Question to author
<i>rom.</i>	Roman type	∧	Caret—General indicator used to mark exact position of error in text.

TYPOGRAPHICAL ERRORS } 6<sup>th</sup> pt. ital. caps

S.C. 11 v  
o  
#/o  
not  
d/1

It does not appear that the earliest printers had any method of correcting errors before the form was on the press. The learned correctors of the first two centuries of printing were not proofreaders in our sense; they were rather what we should term office editors. Their labors were chiefly to see that the proof corresponded to the copy, but that the printed page was correct in its latinity, ~~that the words were there,~~ and that the sense was right. They cared but little about orthography, bad letters, or purely printer's errors, and when the text seemed to them wrong they consulted fresh authorities or altered it on their own responsibility. Good proofs, in the modern sense, were ~~not possible~~ until professional readers were employed, men who had first a printer's education, and then spent many years in the correction of proof. The orthography of English, which for the past century has undergone little change, was very fluctuating until after the publication of Johnson's Dictionary, and capitals, which have been used with considerable regularity for the past 80 years, were previously used on the miss or hit plan. The approach to regularity, so far as we have, may be attributed to the growth of a class of professional proofreaders, and it is to them that we owe the correctness of modern printing. More errors have been found in the Bible than in any other one work. For many generations it was frequently the case that Bibles were brought out stealthily, from fear of governmental interference. They were frequently printed from imperfect texts, and were often modified to meet the views of those who published them. The story is related that a certain woman in Germany, who was the wife of a printer, and had become disgusted with the continual assertions of the superiority of man over woman which she had heard, hurried into the composing room while her husband was at supper and altered a sentence in the Bible, which he was printing, so that it read Narr instead of Herr, thus making the verse read "And he shall be thy fool" instead of "And he shall be thy lord." The word, not was omitted by Barker, the King's printer in England in 1632, in printing theseventh commandment. He was fined £3,000 on this account.

e  
1 v  
o  
3/8

stet.  
o  
3/tru

3/0  
tru

1/wf

o lead

lead

Out; see copy.

h

lc/who

11 v  
o

11 v  
o

o  
over

not #  
in  
i

=

o/tru  
it

3/2

E

o

o/f/rom.

1 w/f  
11 v  
o

a/1  
11 v  
o

11 v  
o

4/?





## 2. GENERAL INSTRUCTIONS

### PREPARING COPY

2.1. The first duty of copy preparers is to mark those things which are not readily understood and to indicate headings, indentions, dashes, new pages, new odd pages, and other matters of style necessary to give the completed book a good typographic appearance. They must indicate point size and type series on copy, and whether matter is to be leaded or double leaded, etc.; verify folio numbers; and plainly indicate references, footnotes, cut-ins, etc. Unless otherwise marked: (1) Text matter will be set in 10-point solid and tables in 6-point solid (tables in leaded matter will also be set solid); (2) 9-unit figures will be used in tables when boldface is requested; (3) 2-point (hairline) rules will be used in tables.

2.2. Quoted or extract matter, and lists should be set 2 points smaller than text, and quotation marks at beginning and end of paragraphs should be omitted. If the same type size is used, quoted matter should be cut in 1 to 3 ems, depending on measure, and initial and closing quotes should be omitted; this does not apply to congressional work.

**“Follow,” “follow literally,” etc.**

2.3. Excerpts for hearings (8 pt.) and the Record (6½ pt.) will be set “Fic. & punc.” (follow including capitalization and punctuation). Obvious errors will be corrected. In all quoted amendments and excerpts of bills and in reprinting bills, bill style is to be followed at all times. Datelines, address lines, signature lines, tables, and leaderwork are to be prepared according to *STYLE MANUAL*. In addition, copy in all caps will be changed to lowercase.

The difference between “Fol. lit.” and “Fic. & punc.” is explained, thus:

In “Fol. lit.” (follow literally) copy, we do not make any changes.

In “Fic. & punc.” (follow, including capitalization and punctuation) copy, we correct *obvious* errors.

2.4. In congressional hearings, the name of interrogator or witness who continues speaking is repeated following a case 14 head, a paragraph enclosed in parentheses, a paragraph enclosed in brackets.

In a case 14 head, the title “Mr.” is not used, and “the honorable” preceding name is shortened to “Hon.” Street addresses are also deleted. Example: “Statement of Hon. John P. Blank, Member of American Bar Association, Washington, D.C.”

2.5. To prevent confusion and delay and to insure economy in printing, all copy that bears no preparation by the requisitioning agency will be set in accordance with the rules laid down in this *STYLE MANUAL*, with which editors and compilers are expected to become familiar, except that in some classes of printing of a legal, technical, or historical nature it may be necessary to adhere strictly to the original text, and the requisitioning office may then properly mark such copy “Fol.” or “Fol. lit.”

**2.6.** Copy marked "Fol." will be followed with respect to verbal expression, abbreviations, signs, symbols, figures, and italic, but not with respect to punctuation (including compounding) or capitalization. In "Fol." matter any spelling (not including compounding) is permissible that has the sanction of any dictionary.

**2.7.** Copy authorized to be marked "Fol. lit." must be thoroughly prepared by the requisitioning agency as to capitalization, punctuation (including compounding), abbreviations, signs, symbols, figures, and italic, and such copy, including even manifest errors, will be followed. "Fol. lit." does not include size and style of type.

**2.8.** Follow the position of quotation marks in relation to other punctuation marks in matter marked "Fol. lit." and "Fol., incl. caps and punc." Abbreviations with points (as in U.S.C., U.S., r.p.m., i.e.) close up. Abbreviations also close up in "Fol. lit." matter, unless prepared with spaces. (See rule 10.7, p. 153.)

**2.9.** Paragraph or section numbers (or letters) followed by figures or letters in parentheses will close up, as "section 7(B)(1)(a)," "paragraph 23(a)," "paragraph b(7)," "paragraph (a)(2)"; *but* section 9(1) (a) and (b); section 7 a and b. In case of an unavoidable break, division will be made after elements in parentheses, and no hyphen is used. However, if spaces are prepared in "Fol. lit." matter, copy will be followed.

**2.10.** "Bill style" copy will follow the style of the Government Printing Office Bill Style Manual, which conforms to this STYLE MANUAL in many particulars, such as the use of figures in dates; sums of money; percentages; the numbers of articles, chapters, lines, pages, paragraphs, parts, sections, and volumes; the classification of vessels (A 1); and all other instances where *numbered* is used or implied. Punctuation as prepared must be followed.

**2.11.** It is not necessary to mark again anything that has been plainly indicated at the beginning of a sheet, as such preparation is to apply to the entire sheet; *but* on copy marked "Fol.," "Fol., incl. caps," or "Fol. lit.," the preparation must be carried throughout.

**2.12.** Copy ordered to be kept clean and returned intact must be marked as lightly as possible, so that erasures may be easily made.

**2.13.** Copy preparer's instructions, which accompany each job, are written to cover the general style and certain peculiarities or deviations from style. These instructions must be followed. The copy preparer must not deviate from the style laid down in this STYLE MANUAL unless authorized to do so by the Chief Copy Preparer.

## Abbreviations

**2.14.** In marking abbreviations to be spelled, preparers must show what the spelled form should be, unless the abbreviations are common and not susceptible of more than one construction. An unfamiliar abbreviation, with spelled-out form unavailable, is not changed.

## Bibliographies or references

**2.15.** There are many styles available to bibliographers, for there are many classes of documents. A Government bulletin citation, according to one authority, would be treated as follows:

Author's name (if the article is signed); title of article (in quotation marks); the publication (usually in italic), with correct references to volume, number, series, pages, date, and publisher (U.S. Govt. Print. Off.).

Therefore the example would read:

U.S. Department of the Interior, "Highlights in history of forest and related natural source conservation," *Conservation Bulletin*, No. 41 (serial number not italic). Washington, U.S. Dept. of the Interior (or U.S. Govt. Print. Off.), 1966. 1 p. (or p. 1).

Another Government periodical citation would read as follows:

Reese, Herbert Harshman, "How To Select a Sound Horse," *Farmers' Bulletin*, No. 779, pp. 1-26 (1917), U.S. Dept. of Agriculture.

Clarity may be maintained by capitalizing each word in book titles, but only the first word in the title of articles.

Other examples are:

Preston W. Slosson, *The Great Crusade and After: 1914-1928* (New York: Macmillan, 1930)

Edward B. Rosa, "The economic importance of the scientific work of the government," *J. Wash. Acad. Sci.* 10, 342 (1920)

Preston W. Slosson, *The Great Crusade and After: 1914-1928* (New York: Macmillan, 1930)

Edward B. Rosa, "The Economic Importance of the Scientific Work of the Government," *J. Wash. Acad. Sci.* 10, 342 (1920)

Note that the principal words in both book titles and titles of articles are capitalized.

The science of bibliography is covered in many texts, and the following references are available for study:

Bibliographic Procedures and Style: A Manual for Bibliographers in the Library of Congress. Superintendent of Documents, Washington, D.C. 20402. Price, \$0.70.

Better Report Writing, by Willis H. Waldo. Reinhold Publishing Corp., New York.

Macmillan Handbook of English, by John M. Kierzek. Macmillan Co., New York.

A Manual of Style, University of Chicago Press, Chicago.

Suggestions to Authors of the Reports of the U.S. Geological Survey. Superintendent of Documents, Washington, D.C. 20402. Price, \$1.75.

Words Into Type, Appleton-Century-Crofts, New York.

## Capitalization

**2.16.** Unusual capital and lowercase letters must be indicated.

## Datelines, addresses, and signatures

**2.17.** Copy preparers must mark caps, small caps, italic, abbreviations, and indentions; also indicate line breaks where necessary.

## Decimals and common fractions

**2.18.** In figure columns containing decimals or common fractions, preparers must indicate at the top of each folio of a continued table the "clear" or space necessary to preserve proper alignment. The "clear" indicated for decimals does not include the bearoff.

"Et cetera," "etc.," "and so forth"

**2.19.** In printing a speaker's language, the words *and so forth* or *et cetera* are used—not the abbreviation *etc.* If a quoted extract is set in type smaller than that of the preceding text and the speaker has summed up the remainder of the quotation with the words *and so forth* or *et cetera*, these words should be placed at the beginning of the next line, flush and lowercase, and an em dash should be used at the end of the extract.

## Folioing and stamping copy

**2.20.** Folio numbers should be placed in the upper right-hand corner, preferably half an inch from the top.

2.21. All other stamping—type size, measure, etc.—should be placed in the upper left-hand corner. On cards, any available space may be used.

2.22. Divided tables that have to be cut or that continue on more than one sheet of copy must be folioed down the first divide to the end of the table and continue on the next and following divides to the end. Parallel tables and pasters require only one folio number on each page of copy.

### Footnotes and reference marks

(For text, see rules 16.1–16.21, pp. 217–218; for tables, see rules 14.101–14.125, pp. 194–196.)

### Headings

2.23. The type to be used for all headings must be marked—case number or size of type, caps, caps and small caps, small caps, caps and lowercase, lowercase (first word and proper nouns capitalized), or italic. (See also rule 3.52, p. 31; Specimens of Type Faces in U.S. Government Printing Office, p. 2.)

### Pickup

2.24. The jacket number of a job from which matter is to be picked up must be indicated. New matter should conform in style to that of the pickup.

### Sidenotes and cut-in notes

2.25. Sidenotes and cut-in notes are set each line flush on left and ragged on right, unless otherwise prepared, and are always set solid. Sidenotes are usually set in 6 point, 4½ picas wide. Footnotes to sidenotes and text should be set on 21½ picas.

SEC. 920. Abuse of the rule. An alleged violation of the rule relating to admission to the floor presents a question of privilege (III, 2624, 2625; VI, 579), but not a higher question of privilege than an election case (III, 2626). In one case where an ex-Member was abusing the privilege \* \* \*.

2.26. The measure allowed for a cut-in note is 6 picas, unless otherwise marked, and the note bears off from the text—above, below, and at the side—not less than an em of the text type. A cut-in note begins on the third line of the paragraph if the length of the paragraph permits.

SEC. 920. Abuse of the rule. An alleged violation of the rule relating to admission to the floor presents a question of privilege (III, 2624, 2625; VI, 579), but not a higher question of privilege than an election case (III, 2626). In one case where an ex-Member was abusing the privilege, he was excluded by direction of the Speaker (V, 7288). In one case where an ex-Member was abusing the privilege \* \* \*.

### Signs, symbols, etc.

2.27. All signs, symbols, dashes, superiors, etc., must be plainly marked. Names of Greek letters must be indicated, as they are frequently mistaken for italic or symbols.

2.28. The chemical symbols Al, Cl, Tl are sometimes mistaken for A1, C1, T1 in typewritten matter. Copy preparers must indicate whether the second character is a *letter* or a *figure*.

2.29. Since typewriters use the same characters for figure 1 and lowercase l, cipher and cap O, all such characters will be printed as figures unless otherwise marked.

### Letters illustrating shape and form

2.30. Letters used to illustrate shape and form, as U-shape(d), A-frame, T-bone, T-rail, are set in case 392 for 10 point, case 391 for 8 point, and case 390 for 6 point; except that for I-beam, cases 14, 13, and 12, respectively, are used.

2.31. Plurals are formed by adding the apostrophe and s, as T's, Y's, etc. *Golf tee(s)* should be spelled, as it does not indicate shape.

2.32. A capital is used in *X-ray*, *U-boat*, *V-8*, and other expressions which have no reference to shape or form.

### TYPE COMPOSITION

2.33. Compositors and operators must study carefully the rules governing composition. Failure to do this will show plainly on proofs.

2.34. In correcting pickup matter, the compositor or operator must indicate what portion was actually reset.

2.35. Every precaution must be taken to prevent the soiling of proofs, as it is necessary for the reviser to see clearly every mark on the margin of a proof after it has been corrected.

2.36. Corrections queried in a ring must not be made, as such queries are intended for the author.

2.37. If after a proof is read the first time, a word or line is pied or a dropout occurs, attention must be called to such mishap by marking that part of the proof "*Pied*" or "*Dropout*." If a proof is not available, the type involved must be placed feet uppermost when returned to position. This direction is intended for all who handle type.

2.38. In correcting matter set on the Linotype, care must be taken to insert corrected type slugs in their proper places and to remove only such type slugs as necessary. Matter must be run down to see that lines have not been duplicated, transposed, or eliminated. If the corrector is in doubt, he must read the slugs.

### Leading and spacing

2.39. Spacing of text is governed by the leading, narrow spacing being more desirable in solid than in leaded matter. Very thin or very wide spacing in first line of a paragraph should be avoided. Words in a line requiring more than 1 em of space between them should be letterspaced, but the fewer letterspaced words the better. All of a short word is letterspaced rather than part of a long word. (See also rule 14.144, p. 198.)

\*2.40. To conform with trade practice, a single justification space (close spacing) will be used between sentences. This applies to all types of composition.

2.41. If the last line of a paragraph follows a widely spaced line, it is spaced with en quads instead of 3-em spaces.

2.42. Center or flush heads set in caps, caps and small caps, small caps, or boldface are spaced with en quads between words, and the space is widened proportionately for an extended face or for letter-spaced words.

2.43. Centerheads are separated from the text by slugs, the space below the head being at least 2 points less than the space above: 10-point slug above and 8-point slug below in 10-point text; 8-point slug above and 6-point slug below in 8- and 6-point text. However, a head which clears the line above or below by at least 1 em requires no additional space.

\*This change was approved after the Style Manual was revised and, therefore, is not followed in this printing.

2.44. Heads set in caps are leaded, even in solid matter.

2.45. In solid matter, "2 leads," "3 leads," and similar space designations marked on copy mean "2 leads" (4 points), "3 leads" (6 points), etc.

In leaded matter (machine-leaded Linotype, or Monotype with shoulder), "2 leads," "3 leads," etc., will include space on type; e.g., "2 leads" means a 2-point lead plus space on type.

2.46. Unless otherwise marked, flush heads are separated from text by 2 leads above and 1 lead below in solid matter, and by 3 leads above and 2 leads below in leaded matter.

2.47. Full-measure numbered or lettered paragraphs and quoted extracts are not separated by leads from adjoining matter.

2.48. Unless otherwise marked, extracts which are set off from the text by smaller type or are indented on both sides or indented 3 ems on the left side (courtwork only) are separated by 3 leads in leaded matter and by 2 leads in solid matter.

2.49. Extracts set solid in leaded matter are separated from the text by 3 leads.

2.50. Flush lines following extracts are separated by 3 leads in leaded matter and by 2 leads in solid matter.

2.51. Footnotes are leaded if the text is leaded, and are set solid if the text is solid.

2.52. Legends are leaded if text is leaded, and solid if text is solid. Leaderwork is separated from text by 2 leads above and 2 leads below.

### Indentions

2.53. In measures less than 30 picas, the paragraph indention is 1 em. Paragraph indentions in cut-in matter are 3 ems, overs 2 ems. Overruns, datelines, and signatures are indented in multiples of 2 ems. Unless otherwise requested, addresses are set flush on left. (For examples, see p. 221.)

2.54. In matter set 30 picas or wider, the paragraph indention is 2 ems. Paragraph indentions in cut-in matter are 6 ems, overs 4 ems. Overruns, datelines, and signatures are indented in multiples of 2 ems. Unless otherwise requested, addresses are set flush on left. (For examples, see p. 221.)

2.55. In measures less than 30 picas, overruns in hanging indentions are 1 em more than the first line, except that to avoid conflict with a following indention (for example, of a subentry or paragraph), the overrun indention is made 1 em more than the following line.

2.56. In matter set 30 picas or wider, overruns in hanging indentions are 2 ems more than the first line, except that to avoid conflict with a following indention (for example, of a subentry or paragraph), the overrun indention is made 2 ems more than the following line.

2.57. Indention of matter set in smaller type should be the same, in points, as that of adjoining main-text indented matter.

2.58. Two-line centerheads are centered, but heads of three or more lines are set with hanging indention.

2.59. Overs in flush heads are indented 2 ems in measures less than 30 picas, and 3 ems in wider measures.

### Legends for illustrations

2.60. Legends and explanatory matter of 1 or 2 lines are centered; if more than 2 lines, they are set with hanging indention. If an illustration is narrower than full measure and text is run at the side

of it, the legend is set the width of the illustration; if text is not to be run at the side of the illustration, the legend is set full measure regardless of the width of the illustration, unless copy is otherwise marked.

2.61. Legend lines of illustrations which run the broad way should be printed to read up; that is, an even-page legend should be on the inside margin and an odd-page legend on the outside margin.

2.62. Unless other type is indicated, legends for illustrations are set in 8-point roman, lowercase.

2.63. Periods are used after legends and explanatory matter beneath illustrations. However, legends without descriptive language do not use a period. (See rule 9.101, p. 147.)

2.64. At beginning of legend, *Figure* preceding the identifying number or letter is set in caps and small caps and is not abbreviated.

FIGURE 5, *not* FIG. 5

FIGURE A, *not* FIG. A

2.65. If a chart carries both a legend and footnotes, the legend is placed above the chart.

2.66. Letter symbols used in legends for illustrations are set in italic without periods and are capitalized only if so shown in copy.

### PROOFREADING AND COPYHOLDING

2.67. Foremen of composing sections must see that special instructions and layout and style sheets are sent to the Proof Section with the first installment of each job.

2.68. Speed is desirable, but accuracy is of first importance.

2.69. The reader should see that the rules governing spacing, division of words, and good printing generally have been observed. The reader who passes bad spacing will be held at fault.

2.70. If the reader detects inconsistent and erroneous statements, it is his duty to correct them. He must know, not guess, that they are errors, and he must be prepared, if called upon, to vindicate by recognized authority the soundness of his corrections. If he does not know, he must query.

2.71. If the grammatical construction of a sentence or clause is questioned by a reader and it seems desirable to change the form, he must indicate the proposed correction, add a query mark, and enclose all in a ring. If a statement of fact is thought erroneous or doubtful, he must underscore the matter in question, write in the margin "Author verify," and enclose it in a ring. It is not enough to write only a query in the margin; the reason for the query must be clearly shown. If there is little doubt, the correction should be made, but a query enclosed in a ring must be written beside the correction to call the author's attention to it.

2.72. A query appearing on copy must be carried to the author.

2.73. Proofs that are not clearly printed or are in any manner defective must be called to the attention of the deskman.

2.74. The manner in which correction marks are made on a proof is of considerable importance. Straggling, unsymmetrical characters, disconnected marks placed in the margin above or below the lines to which they relate, irregular lines leading from an incorrect letter or word to a correction, large marks, marks made with a blunt pencil, indistinct marks, and frequent use of the eraser to obliterate marks hastily or incorrectly made are all faults to be avoided.

2.75. In reading proof of wide tables, the reader should place the correction in white space as near as possible to the error, thus aiding all who handle the proof afterward. He should obliterate entirely a broken or defective figure and rewrite it in a ring. He should not use the transposition mark in little-known words or in figures. He should instead cancel the letters or figures and write them in the margin in the order in which they are to appear.

2.76. In marking errors in display or other unusual type, the case number must be indicated.

2.77. Readers must draw a ring around footnote references in proof, as an aid to the maker-up.

2.78. On discovering evidence of wrong-font matrices, the reader must immediately fill out a wrong-font notice which will be sent to typesetting section concerned.

2.79. Readers must not make important changes in indentions or tables without consulting the referee.

2.80. The marks of the copy preparer must be given consideration by all, as he is in a position to know more about the peculiarities of a job than one who reads but a small portion of it.

2.81. Any mark which will change the proof from the copy as prepared must be enclosed in a ring.

2.82. All instructions on copy must be carried on proof by readers.

2.83. Folios of copy must be "run" by the copyholder and checked against those marked on the proof.

2.84. In reading copy an unnecessarily loud tone of voice must be avoided. Short words are as important as long ones, and should be pronounced distinctly. Plurals should be sounded clearly, and names of persons or places pronounced distinctly or read by letters.

#### MAKEUP

2.85. Government publications will be made up in the following order unless otherwise indicated:

- a. *Frontispiece*, faces title page.
- b. *False title* (frontispiece, if any, on back).
- c. *Title page*.
- d. *Back of title*, blank, but frequently carries such useful bibliographic information as list of board members, congressional resolution authorizing publication, note of editions and printings, GPO imprint if departmental imprint appears on title page, price notice, etc.
- e. *Letter of transmittal* (new odd page).
- f. *Foreword*, differs from preface in that it is an introductory note written as an endorsement by a person other than the author (new odd page).
- g. *Preface*, by author (new odd page).
- h. *Contents* (new odd page), immediately followed by list of illustrations and list of tables, as parts of contents.
- i. *Text*, begins with page 1 (if halftitle is used, begins with p. 3).
- j. *Bibliography* (new odd page).
- k. *Appendix* (new odd page).
- l. *Index* (new odd page).

2.86. An *introduction* differs from a foreword or a preface in that it is the initial part of the text; if the book is divided into chapters, it should be the first chapter.

2.87. To number preliminary pages, use small-cap Roman numerals.



**2.88.** Booklets of 32 pages or less can be printed more economically with a self-cover. A table of contents, title page, foreword, preface, etc., is not usually necessary with so few pages. If some of this preliminary matter is necessary, it is more practical to combine this material; i.e., contents on cover; combine contents, title, foreword on cover 2, etc.

**2.89.** Before beginning his work the maker-up must ascertain the length of type page and style of folios to be used.

**2.90.** Widow lines at top of pages are to be avoided if possible, but are permitted if necessary to maintain uniform makeup and page length. Paragraphs may start on the last line of a page, whenever necessary. If it is found necessary to make a short page, the facing page should be of approximately equal length if the text permits.

**2.91.** A blank or sink of 6 picas should be placed at the head of each new odd or even page of 46-pica or greater depth; pages with a depth of from 36 to 45 picas, inclusive, will carry a 5-pica sink; pages less than 36 picas, 4 picas.

**2.92.** If top center folio is used, the folio on a new page must be placed at the bottom, centered, and enclosed in parentheses.

**2.93** Where running heads with folios are used, heads are included in overall page depth. However, first pages of chapters and pages with bottom folios are made up with folios in margin. Bottom folios on short preliminary pages will be made up with page numbers two leads from last line.

**2.94.** Jobs made up with bottom folios will have all page numbers, including preliminary pages, alining on the bottom in the margin.

**2.95.** Jobs with both running heads and bottom folios will be treated as outlined in rule 2.94.

**2.96.** Contents, list of illustrations, preface, or any other matter that makes a page in itself should be placed 12 points or more nearer top than bottom, the difference depending upon the length of page.

**2.97.** In "cleared" indexes the words being cleared must be repeated on following page at the top of the column or page.

**2.98.** Continued heads over tables and leaderwork must be condensed into one line if possible.

**2.99.** Footnote references are repeated in boxheads or in continued lines over tables, unless special orders are given not to do so.

**2.100.** Six-point notes above tables are enclosed in brackets and are not repeated with continued heads unless they are needed on each page for the purpose of clarity.

**2.101.** A broadside (lengthwise) table beginning on even (left) page and which carries over to facing right page will be made up flush right for left page (if left page is less than full width) and flush left for right page.

**2.102.** A broadside table of less than page width will center on the page.

**2.103.** Centerheads, whether in boldface, caps, caps and small caps, small caps, or italic, should have more space above than below. Uniform spacing should be maintained throughout the page; if this is not possible, the space above and below the centerlines should be reduced, commencing at the bottom of the page.

**2.104.** In making up a page of two or more columns with an illustration more than one column in width, the text should be broken so that it will read from above the illustration to the same column

below. If a table, diagram, or layout occurs under the same conditions, the text should double up above it.

**2.105.** In matter set two or more columns to the page, footnotes to full-measure headings should be set page width, while the text footnotes should be set column width and carried at the foot of the column in which the references appear.

**2.106.** Two or more short footnotes coming together may be combined by the maker-up in one line, with the blank spaces between footnotes equalized, provided the spaces are not less than 2 ems.

<sup>1</sup> Preliminary.

<sup>2</sup> Including imported cases.

<sup>3</sup> Imported.

**2.107.** Backstrips should run down (from top to bottom) on all publications, except when ordering agency specifies runup (from bottom to top) backstrips.

### IMPOSITION

**2.108.** Imposition is the general term applied to the task of locking up pages of type, plates, or negatives for press. Imposing refers specifically to laying or arranging pages so that a press sheet, when printed and folded, will produce a signature with pages in proper sequence. A page is considered the unit of a signature; the two companion pages, the unit in imposition. Whether the imposition is from the outside or inside, a long or a broad form, work and turn or sheetwise, these companion pages are never separated; their position in the printed pamphlet is determined by the fold.

**2.109.** In the layout of pages, each page must be in its proper sequence, determined by the type of fold desired. (See Layouts for Imposition, p. 3.) Margins are governed by the trim size of finished book or pamphlet. After trim size has been established, the sheet size of stock is selected. For example, GPO standard octavo is type width, 26½ picas; type depth, 46 picas; trim size of finished book or pamphlet, 5½ by 9½ inches. The number of pages to be printed is broken down into signatures of 16 pages each and the most practical layout is chosen. In this case, four rows of four pages each. Thus stock size is four times 5½ inches for width and four times 9½ inches for depth. As it is necessary to allow a minimum of ¼-inch trim after signatures are folded, the sheet size will be 24 by 38 inches, standard stock size. The margins, which are the back or binding edge, head or top, outside, and foot or bottom, are then determined by allowing enough white space from the type area to give a proper balance to the finished book. It is generally agreed that a 4-pica back and a 3-pica head, after trim, are standard margins for this particular trim size on saddle stitch or sewed jobs. Other standards have been incorporated in the GPO Layout Book. These margins are followed unless requisition specifies nonstandard margins.

**2.110.** To illustrate further that these companion pages are the unit of imposition, it will be found when determining margins that these two pages are always printed in the center of the untrimmed sheet. The other two companion pages that make up the quarter of the sixteen are likewise printed in the center of the quarter sheet, which is 19 inches, one-half of the 38-inch way. It will thus be observed that two pages were used to get the outside margins and another multiple of two (four) to get the bottom margins.

**2.111.** Margins should be governed by the trimmed book and not by the untrimmed sheet. The back margin or gutter should be such

that it will bring the pages nearly in the center of the open printed book, putting any excess space in the outer margins, except in books that are to be side stitched, in which additional space must be allowed for the stitching. The margins should be so planned that when the book is delivered from the binder the back margin is less than the outside. The top margin of the trimmed book should be at least 3 picas and the bottom margin at least 4 picas. The outside margin should be at least 1 pica greater than the back but not as wide as the bottom margin.

2.112. If a running head is used, the head margin should be the same as the back margin; but if a bottom folio is used, that line and the slug above it should be counted as part of the margin. (See also rules 2.93-2.95, p. 15.)

## REVISING

### Galley revising

2.113. The importance of revising proofs cannot be overemphasized. Although a reviser is not expected to read proof, it is not enough for him merely to follow the marks found on the proof. He should be alert to detect errors and inconsistencies and must see that all corrections have been properly made and that words or lines have not been transposed or eliminated by the compositor in making the corrections. (See rule 2.124.)

2.114. A reviser must not remodel the punctuation of the readers or make any important changes. If he thinks that an important change should be made, he must submit the proposed change to the Chief Reviser for decision.

2.115. In the body of the work, new pages must be properly indicated on the proof. Tables of contents, letters of transmittal, lists of illustrations, the text proper, all matter following halftitles (except parallel tables), and indexes must begin on new odd pages unless instructions to the contrary are given.

2.116. All instructions on proofs must be transferred to the revises.

2.117. All queries must be carefully transferred to the revises.

2.118. Each paragraph containing an alteration causing an over-run should be reread.

2.119. Revising must be done with reasonable dispatch, but accuracy must not be sacrificed to speed.

2.120. Corrector's slug number must be written on revise proof.

### Page and stone revising

2.121. Page and stone revising require great diligence and care. Not only must the reviser see that the rules governing the work of those who precede him have been followed but he must be on the alert for a multiplicity of points not coming within their sphere.

2.122. The reviser is responsible for marking off all bleed and off-center pages.

2.123. A blank page must be indicated at the bottom of the preceding page.

2.124. Special care must be exercised in revising linotype matter. It is necessary to read the entire line in which a correction has been made, to see that the line has been inserted in the proper place, and to see that the lines above and below have not been disturbed. If it appears that a correction has not been made, the reviser should

carefully examine each line on the page to see if the correction was inserted in the wrong place or if lines have been transposed.

2.125. The following rules must be carefully observed:

a. See that proof is clean and clear; send for another if necessary.  
b. Before beginning page revising, see that galley proofs run consecutively and that in continuous makeup the matter on the galleys connects.

c. See that page folios are consecutive, that running heads are correct and uniform, and that the proper signature mark is correctly placed. If an error is found in running heads or in signature marks, notify the Chief Reviser immediately, so that the correction may be made in other forms or pages of the same job.

d. Revise carefully, observe connection between pages, take care that continued and repeated lines are free from errors, and carry all unanswered queries if the proof is to be sent to the author; if not, see that all queries are answered.

e. If a revise is not properly corrected or is not reasonably free from errors, call for another corrected proof, stating number of copies wanted, and destroy all duplicates.

f. Watch for slips, dropouts, doublets, and transpositions.

g. Read all running heads and boxheads in continued tables; see that all leading lines are carried at the top where subordinate matter runs over, that dollar marks and italic captions of columns are uniform and properly placed, that bearoffs in figure columns are uniform, that the matter is as compact as circumstances will permit, and that footnotes fall on the page containing the corresponding references and are properly arranged.

h. Preserve complete files of all proofs returned to the desk.

i. On the first page of a signature of a stone revise carry any special directions that may be necessary, and on open or session jackets carry the number of copies to be printed.

j. When page proofs are to be sent out on partly completed jobs, fill out reviser's memorandum, noting the last galley, the last page, the signature mark, the page on which the last signature mark occurred, and the folio lines. Attach the memorandum to the markoff galley and return to the Chief Reviser.

k. Make sure that different sets of proofs of the same job are correctly marked in series ("R," "2R," "3R," etc.); where a sheet is stamped "Another proof," carry the same designating "R" on the corresponding clean proof. Advance the "R," "2R," "3R," etc., on each set of page proofs returned from the originating office; if a dummy folio has been used and later a true folio is finally given, revert to single "R." When the "R" is not to be advanced, use an "x," as "2R<sup>x</sup>."

l. If two or more jobs are imposed in one form, separate the parts to verify the imposition. Until familiar with the fold, exercise care in cutting the sheet.

m. See that rules do not lap, that work is not jammed in the lockup, that damaged letters and slips are indicated, and that the matter is ready in all respects to pass rigid inspection.

n. Legend lines of full-page cuts that run the broad way should be printed so as to read up—that is, the even-page legend should be on the binding or inside margin and the odd-page legend on the outside margin.

**o.** If a footnote is eliminated, do not renumber the footnotes; just omit that number.

**2.126.** If the footnotes in an entire job have been made uniform, even though not according to style, do not change them.

**2.127.** If a footnote is added in proof, use the preceding number with a superior letter added, as <sup>15a</sup>.

**2.128.** Where a table with footnotes falls at the bottom of a page containing footnotes to text, print the table footnotes above the text footnotes, separated by a rule 50 points long, flush at the left, with 2 leads on each side of the rule. (See also rule 14.115, p. 195.)

**2.129.** In revising galleys into pages, revisers must enter on the markoff slip the number of the last footnote and see that instructions to the maker-up are followed.

### Press revising

**2.130.** Press revising calls for the exercise of utmost care. The press reviser must be thoroughly familiar with the style and makeup of Government publications. He is required to OK all forms that go to press—bookwork, covers, jobwork, etc. He must see that all queries are answered. He must necessarily have a knowledge of the bindery operations required to complete a book or job and be familiar with all types of imposition, folds, etc. He must be capable of ascertaining the proper head, back, and side margins for all work, to insure proper trimming of the completed job to the required size.

**2.131.** Although speed is essential when forms reach the pressroom, accuracy must not be sacrificed.

### SIGNATURE MARKS, ETC.

**2.132.** Unless otherwise indicated, signature marks are set 6-point lowercase and indented 3 ems.

**2.133.** Figures indicating the year should follow the jacket number in signature marks:

125-327-66—4    116-529-66-pt. 5—3    116-529-66-vol. 1—3    92-694°-66—2  
92-694 O-66—2    92-694 OF-66—2    92-694 F-66—2    92-694m-66—2    92-694v-66—2

**2.134.** When allmark (○) and signature or imprint and signature appear on same page, the signature line is placed below the allmark but above the imprint.

**2.135.** The allmark is placed below the page, bulletin, or circular number but above the signature line, if both appear on the same page.

**2.136.** Imprints and signature lines appearing on short pages of text are placed at the bottom of the page.

**2.137.** All plated jobs take a degree mark (°) immediately after the jacket number in the signature line.

**2.138.** All offset jobs take a capital O immediately after the jacket number in the signature line. Offset-Fotosetter jobs are indicated by OF; Fotosetter by F.

**2.139.** When matrix is to be made of job, a superior *m* (<sup>m</sup>) is placed immediately after jacket number in the signature line.

**2.140.** All jobs having vinylite molds before printing from type take a superior *v* (<sup>v</sup>) immediately after the jacket number.

**2.141.** On a job reprinted on account of change, a black star (★) precedes the jacket number in the signature line and precedes the date on the title page:

**2.142.** The following forms are used for signature marks in House and Senate documents and reports printed on session jackets:

H. Doc. 73, 89-1—2	S. Doc. 57, 89-1—2
S. Doc. 57, 89-2, pt. 1—2	S. Doc. 57, 89-2, vol. 1—2
H. Rept. 120, 89-2—8	S. Rept. 100, 89-2—9

**2.143.** In a document or report printed on other than a session jacket, use the jacket number, year, and signature number only, omitting the document or report number.

**2.144.** For pasters, the jacket number, the year, and the page to be faced by the paster are used as follows (note punctuation):

12-344-66 (Face p. 10)

**2.145.** On a paster facing an even page, the marks go at the lower right-hand side; on a paster facing an odd page, at the lower left side.

**2.146.** If more than one paster faces the same page, each is numbered as follows:

12-344-66 (Face p. 19) No. 1  
12-344-66 (Face p. 19) No. 2

**2.147.** When a paster follows the text, the allmark is placed on the last page of the text and never on the paster.

## REPRINTS, IMPRINTS, AND PRICE NOTICES

### Reprints

**2.148.** To aid bibliographic identification of reprints or revisions, the dates of the original edition and of reprint or revision should be supplied by the author on the title page or in some other suitable place. Thus:

First edition July 1960  
Reprinted July 1965

First printed June 1960  
Revised June 1965

Original edition May 1955  
Reprinted May 1958  
Revised July 1960

**2.149.** The year in the imprint on cover, title page, or elsewhere is not changed from that in the original print, nor are the signatures changed, unless other mends are necessary.

### Imprints

**2.150.** The Government Printing Office imprint must appear on all printed matter, except certain classified work.

**2.151.** Use full imprint on the title page of a congressional speech.

**2.152.** The imprint and allmark are not used together on any page; if one is used, the other is omitted.

**2.153.** The imprint is not used on a halftitle or (except on congressional hearings) on any page of a cover.

**2.154.** If there is a title page, the imprint is placed on the title page; but if there is no title page, or if the title page is entirely an illustration, the imprint is placed on the last page of the text.

**2.155.** The Government Printing Office crest is used only on Government Printing Office publications. If it is printed on page ii, the full imprint is used on the title page; if it is printed on the title page, use the half imprint only, thus—Washington : 1966.

### Price notices

**2.156.** If there is a cover but no title page, the price notice is printed on page 1 of the cover. Unless otherwise indicated, if there is a title page, with or without a cover, the price notice is printed at

the bottom of the title page below a cross rule; if there is no cover or title page, the price notice is printed at the end of the text, below the imprint, and the two are separated by a cross rule.

**2.157.** Price notices are not printed on congressional documents. The price notice is not considered an imprint.

### Samples of imprints and price notices

**2.158.** On title page:

U.S. GOVERNMENT PRINTING OFFICE  
WASHINGTON : 1966

---

For sale by the Superintendent of Documents, U.S. Government Printing Office  
Washington, D.C. 20402 - Price 00 cents

**2.159.** On last page of text:

U.S. GOVERNMENT PRINTING OFFICE:1966  
(16 points)

---

For sale by the Superintendent of Documents, U.S. Government Printing Office  
Washington, D.C. 20402 - Price 00 cents

U.S. GOVERNMENT PRINTING OFFICE:1966

**2.160.** On last page of text (usually 4 ems from right), open star (☆) indicates outside purchase.

☆ U.S. GOVERNMENT PRINTING OFFICE : 1966—455—995

**2.161.** Outside-purchase jobs which are reprinted by this Office use an em dash in lieu of open star.

— U.S. GOVERNMENT PRINTING OFFICE: 1966—455—995

**2.162.** Jobs which are set on outside purchase, but which are printed by this Office, use an asterisk in lieu of open star.

\* U.S. GOVERNMENT PRINTING OFFICE: 1966—455—995

**2.163.** Jobs which are printed offset, take an O after the date.

U.S. GOVERNMENT PRINTING OFFICE: 1966 O—207—379

### FRANKING

**2.164.** The franking (mailing) privilege on covers for Government publications should be at least  $1\frac{1}{8}$  inches from the trim.

## NOTES



### 3. CAPITALIZATION

(See also Abbreviations; Guide to Capitalization)

**3.1.** It is impossible to give rules that will cover every conceivable problem in capitalization. But by considering the purpose to be served and the underlying principles, it is possible to attain a considerable degree of uniformity. The list of approved forms given on pages 33 to 59 will serve as a guide. Manifestly such a list cannot be complete. The correct usage with respect to any term not included can be determined by analogy or by application of the rules.

#### Proper names

**3.2.** Proper names are capitalized.

Rome	John Macadam	Italy
Brussels	Macadam family	Anglo-Saxon

#### Derivatives of proper names

**3.3.** Derivatives of proper names used with a proper meaning are capitalized.

Roman (of Rome)	Johannean	Italian
-----------------	-----------	---------

**3.4.** Derivatives of proper names used with acquired independent common meaning, or no longer identified with such names, are lower-cased. Since this depends upon general and long-continued usage, a more definite and all-inclusive rule cannot be formulated in advance. A list of derivatives is given on pages 41-42.

roman (type)	macadam (crushed rock)	italicize
brussels sprouts	watt (electric unit)	anglicize
venetian blinds	plaster of paris	pasteurize

#### Common nouns and adjectives in proper names

**3.5.** A common noun or adjective forming an essential part of a proper name is capitalized; the common noun used alone as a substitute for the name of a place or thing is not capitalized.

Massachusetts Avenue; the avenue	Crow Reservation; the reservation
Washington Monument; the monument	Federal Express; the express
Statue of Liberty; the statue	Cape of Good Hope; the cape
Hoover Dam; the dam	Jersey City; <i>also</i> Washington City; <i>but</i>
Boston Light; the light	city of Washington; the city
Modoc National Forest; the national forest	Cook County; the county
Panama Canal; the canal	Great Lakes; the lakes
Soldiers' Home of Ohio; the soldiers' home	Lake of the Woods; the lake
Johnson House (hotel); Johnson house (residence)	North Platte River; the river
	Lower California; <i>but</i> lower Mississippi
	Charles the First; Charles I
	Seventeenth Census; the 1960 census

**3.6.** If a common noun or adjective forming an essential part of a name becomes removed from the rest of the name by an intervening common noun or adjective, the entire expression is no longer a proper noun and is therefore not capitalized.

Union Station: union passenger station  
Eastern States: eastern farming States  
Western States: western farming States

3.7. A common noun used alone as a well-known short form of a specific proper name is capitalized.

the Capitol (at Washington); *but* State Capitol  
 the Channel (English Channel)  
 the District (District of Columbia)  
 the Soldiers' Home (District of Columbia only)

3.8. The plural form of a common noun capitalized as part of a proper name is also capitalized.

Seventh and I Streets  
 Lakes Erie and Ontario  
 Potomac and James Rivers

State and Treasury Departments  
 British and French Governments  
 Presidents Washington and Adams

3.9. A common noun used with a date, number, or letter, merely to denote time or sequence, or for the purpose of reference, record, or temporary convenience, does not form a proper name and is therefore not capitalized. (See also rule 3.39, p. 29.)

abstract B	collection 6	group 7	section 3
act of 1928	column 2	mile 7.5	signature 4
amendment 5	drawing 6	page 2	station 27
appendix C	exhibit D	paragraph 4	table 4
article 1	figure 7	part I	title IV
book II	first district (not	plate IV	treaty of 1919
chapter III	congressional)	region 3	volume X
chart B	form 4	rule 8	war of 1914
class I	graph 8	schedule K	ward 2

3.10. The following terms are lowercased, even with a name or number. (For capitalized forms, see geographic terms, pp. 45-46.)

aqueduct	dike	shipway
breakwater	dock	slip
buoy	drydock	spillway
chute	irrigation project	tunnel (see
dam (lowercase with num-	jetty	also Tun-
ber or in conjunction	levee	nel, p. 57)
with lock; capitalize with	lock	watershed
name, <i>but</i> Boulder Dam	pier	weir
site; Boulder Dam and	reclamation project	wharf
site)	ship canal	

### Definite article in proper names

3.11. To achieve greater distinction or to adhere to the authorized form, the word *the* (or its equivalent in a foreign language) used as a part of an official name or title is capitalized. When such name or title is used adjectively, *the* is not capitalized, nor is it supplied at any time when not in copy.

*British Consul v. The Mermaid* (title of legal case)

The Dalles (Oreg.); The Weirs (N.H.); *but* the Dalles region; the Weirs streets

The Hague; *but* the Hague Court; the Second Hague Conference

El Salvador; Las Cruces; L'Esterel

The Adjutant General (only when so in copy)

3.12. In common practice, rule 3.11 is disregarded in references to newspapers, periodicals, vessels, airships, trains, firm names, etc.

the Times  
 the Atlantic Monthly  
 the Washington Star

the *Mermaid*  
 the *Los Angeles*  
 the *U-3*

the Federal Express  
 the National Photo Co.  
 the Netherlands

**Particles in names of persons**

**3.13.** In foreign names such particles as *d'*, *da*, *della*, *du*, *van*, and *von* are capitalized unless preceded by a forename or title. Individual usage, if ascertainable, should be followed.

Da Ponte; Cardinal da Ponte  
Du Pont; E. I. du Pont de Nemours & Co.

Van Rensselaer; Stephen van Rensselaer  
*but* d'Orbigny; Alcide d'Orbigny

**3.14.** In anglicized names such particles are usually capitalized, even if preceded by a forename or title, but individual usage, if ascertainable, should be followed.

Justice Van Devanter; Reginald De Koven  
Thomas De Quincey; William De Morgan  
Henry van Dyke (his usage)  
Samuel F. Du Pont (his usage); Irénée du Pont  
(for firm names, see p. 44)

**3.15.** If copy is not clear as to the form of such a name (for example, *La Forge* or *Laforge*), the two-word form should be used.

**3.16.** In names set in capitals, *de*, *von*, etc., are also capitalized.

**Names of organized bodies**

**3.17.** The full names of existing or proposed organized bodies and their shortened names are capitalized; other substitutes, which are most often regarded as common nouns, are capitalized only in certain specified instances to indicate preeminence or distinction. (See list on pp. 33-59.)

**National governmental units:**

U.S. Congress: 89th Congress; Congress; the Senate; the House; Committee of the Whole, the Committee; *but* committee (all other congressional committees)

Department of Agriculture: the Department; Division of Publications, the Division; *similarly* all departmental units; *but* legislative, executive, and judicial departments

Bureau of the Census: the Census Bureau, the Bureau

Geological Survey: the Survey

Interstate Commerce Commission: the Commission

Government Printing Office: the Office

Board of Commissioners of the District of Columbia: the Board of Commissioners; the Board

American Embassy, British Embassy: the Embassy; *but* the consulate; the consulate general

Treasury of the United States: General Treasury; National Treasury; Public Treasury; the Treasury; Treasury notes; New York Subtreasury, the subtreasury

**Department of Defense:**

Military Establishment; Armed Forces; *but* armed services

U.S. Army: the Army; the Infantry; 81st Regiment; Army Establishment; the Army Band; Army officer; Regular Army officer; Reserve officer; Volunteer officer; *but* army shoe; Grant's army; Robinson's brigade; the brigade; the corps; the regiment; infantryman

U.S. Navy: the Navy; the Marine Corps; Navy (Naval) Establishment; Navy officer; *but* naval shipyard; naval officer; naval station

French Ministry of Foreign Affairs; the Ministry; French Army; British Navy

**International organizations:**

United Nations: the Council; the Assembly; the Secretariat

Permanent Court of Arbitration: the Court; the Tribunal (only in the proceedings of a specific arbitration tribunal)

Hague Peace Conference of 1907: the Hague Conference; the Peace Conference; the Conference

**Common-noun substitutes:**

Virginia Assembly: the assembly; the senate; the house of delegates  
 California State Highway Commission: Highway Commission of California; the highway commission; the commission  
 Montgomery County Board of Health: the Board of Health, Montgomery County; the board of health; the board  
 Common Council of the City of Pittsburgh: the common council; the council  
 Buffalo Consumers' League: the consumers' league; the league  
 Republican Party: the party  
 Pennsylvania Railroad Co.: the Pennsylvania Railroad; Pennsylvania Co.; Pennsylvania Road; the railroad company; the company  
 Riggs National Bank: the Riggs Bank; the bank  
 Metropolitan Club: the club  
 Yale School of Law: Yale University School of Law; School of Law, Yale University; school of law

**3.18.** The names of members and adherents of organized bodies are capitalized to distinguish them from the same words used merely in a descriptive sense.

a Representative (U.S. Congress)	a Socialist
a Republican	an Odd Fellow
an Elk	a Communist
a Liberal	a Boy Scout
a Shriner	a Knight (K.C., K.P., etc.)

**Names of countries, domains, and administrative divisions**

**3.19.** The official designations of countries, national domains, and their principal administrative divisions are capitalized only if used as part of proper names, as proper names, or as proper adjectives. (See table on p. 244.)

United States: the Republic; the Nation; the Union; the Government; *also* Federal, Federal Government; *but* republic (when not referring specifically to one such entity); republican (in general sense); a nation devoted to peace  
 New York State: the State, a State (a definite political subdivision of first rank); State of Veracruz; Balkan States; six States of Australia; State rights; *but* state (referring to a Federal Government, the body politic); foreign states; church and state; statehood; state's evidence  
 Territory (Canada): Yukon, Northwest Territories; the Territory(ies), Territorial; *but* territory of American Samoa, Guam, Virgin Islands  
 Ethiopian Empire: the Empire; *but* empire (in general sense)  
 Dominion of Canada: the Dominion; *but* dominion (in general sense)  
 Ontario Province, Province of Ontario: the Province, Provincial; *but* province, provincial (in general sense)  
 Crown Colony of Hong Kong, Cyprus: the colony, crown colony

**3.20.** The similar designations *commonwealth*, *confederation* (*federal*), *government*, *nation* (*national*), *powers*, *union*, etc., are capitalized only if used as part of proper names, as proper names, or as proper adjectives.

British Commonwealth, Commonwealth of Massachusetts: the Commonwealth; *but* commonwealth (in general sense)  
 Swiss Confederation: the Confederation; the Federal Council; the Federal Government; *but* confederation, federal (in general sense)  
 French Government: the Government; French and Italian Governments; Soviet Government; the Governments; *but* government (in general sense); the Churchill government; European governments  
 Cherokee Nation: the nation; *but* Greek nation; American nations  
 National Government (of any specific nation); *but* national customs  
 Allied Powers, Allies; *but* our allies, weaker allies (in World Wars I and II); Central Powers (in World War I); *but* the powers; European powers  
 Union of South Africa: the Union; *but* union (in general sense)

### Names of regions, localities, and geographic features

**3.21.** A descriptive term used to denote a definite region, locality, or geographic feature is a proper name and is therefore capitalized; also for temporary distinction a coined name of a region is capitalized.

the North Atlantic States; the Gulf States; the Central States; the Pacific Coast States; the Lake States; East North Central States; Eastern North Central States; Far Western States; Eastern United States  
the West; the Midwest; the Middle West; Far West  
the Eastern Shore (Chesapeake Bay)  
the Badlands (S. Dak. and Nebr.)  
the Continental Divide (Rocky Mountains)  
Deep South; Midsouth  
the Occident; the Orient

the Far East; Far Eastern; the East  
Middle East, Middle Eastern, Mideast, Mideastern (Asia)  
Near East (Balkans, etc.)  
the Promised Land  
the Continent (continental Europe)  
the Western Hemisphere  
the North Pole; the North and South Poles  
the Temperate Zone; the Torrid Zone  
the East Side (section of a city)  
the Driftless Area (Mississippi Valley)  
Western Germany; Western Europe (political entities)

**3.22.** A descriptive term used to denote mere direction or position is not a proper name and is therefore not capitalized.

north; south; east; west  
northerly; northern; northward  
eastern; oriental; occidental  
east Pennsylvania; southern California  
west Florida; *but* West Florida (1763-1819)  
eastern region; western region

north-central region  
east coast; eastern seaboard  
central Europe; south Germany; southern France  
*but* East Germany; West Germany (political entities)

### Names of calendar divisions

**3.23.** The names of divisions are capitalized.

January; February; March; etc.  
Monday; Tuesday; Wednesday; etc.  
*but* spring; summer; autumn (fall); winter

### Names of historic events, etc.

**3.24.** The names of holidays, ecclesiastic feast and fast days, and historic events are capitalized.

Battle of Bunker Hill  
Battle of the Giants  
Christian Era; Middle Ages; *but* 20th century  
Feast of the Passover; the Passover  
Fourth of July; the Fourth

Reformation  
Renaissance  
Veterans Day  
War of 1812; World War II; *but* war of 1914; Korean war

### Trade names

**3.25.** Trade names, variety names, and names of market grades and brands are capitalized. Common nouns following such names are not capitalized. (See market grades, p. 48; trade names, pp. 56, 277.)

Foamite (trade name)  
Plexiglas (trade name)  
Snow Crop (trade name)

Choice lamb (market grade)  
Yellow Stained cotton (market grade)  
Red Radiance rose (variety)

### Scientific names

**3.26.** The name of a phylum, class, order, family, or genus is capitalized; the name of a species is not capitalized, even though derived from a proper name.

Arthropoda (phylum), Crustacea (class), Hypoparia (order), Agnostidae (family), *Agnostus* (genus)  
*Agnostus canadensis*; *Aconitum wilsoni*; *Epigaea repens* (genus and species)



**3.36.** To indicate preeminence or distinction in certain specified instances, a common-noun title immediately following the name of a person or used alone as a substitute for it is capitalized.

Title of a head or assistant head of state:

Lyndon B. Johnson, President of the United States: the President; the President-elect; the Executive; the Chief Magistrate; the Commander in Chief; ex-President Eisenhower; former President Truman; *similarly* the Vice President; the Vice-President-elect; ex-Vice-President Nixon  
 Harry W. Nice, Governor of Maryland: the Governor of Maryland; the Governor; *similarly* the Lieutenant Governor; *but* secretary of state of Idaho; attorney general of Maine

Title of a head or assistant head of an existing or proposed National or District governmental unit:

Dean Rusk, Secretary of State: the Secretary; *similarly* the Acting Secretary; the Under Secretary; the Assistant Secretary; the Director; the Chief or Assistant Chief; the Chief Clerk; etc.; *but* Secretaries of the military departments; secretaryship

Titles of the military:

General of the Army(ies): United States only; Supreme Allied Commander; Gen. Omar N. Bradley, Chairman, Joint Chiefs of Staff; Joint Chiefs of Staff; Chief of Staff, U.S. Air Force; the Chief of Staff; *but* the general (military title standing alone not capitalized)

Titles of members of diplomatic corps:

Walter S. Gifford, Ambassador Extraordinary and Plenipotentiary: the American Ambassador; the British Ambassador; the Ambassador; the Senior Ambassador; His Excellency; *similarly* the Envoy Extraordinary and Minister Plenipotentiary; the Envoy; the Minister; the Chargé d'Affaires; the Chargé; Ambassador at Large; Minister Without Portfolio; *but* the consul general; the consul; the attaché; etc.

Title of a ruler or prince:

Elizabeth II, Queen of England: the Queen; the Crown; Her Most Gracious Majesty; Her Majesty; *similarly* the Emperor; the Sultan; etc.

Edward, Prince of Wales: the Prince; His Royal Highness

Titles not capitalized:

Charles F. Hughes, rear admiral, U.S. Navy: the rear admiral  
 Cloyd H. Marvin, president of George Washington University: the president  
 C. H. Eckles, professor of dairy husbandry: the professor  
 John Smith, chairman of the committee: the chairman

**3.37.** In formal lists of delegates and representatives of governments, all titles and descriptive designations immediately following the names should be capitalized if any one is capitalized.

**3.38.** A title in the second person is capitalized.

Your Excellency	Mr. Chairman	Not salutation:
Your Highness	Mr. Secretary	my dear General
Your Honor		my dear sir

**Titles of publications, papers, documents, acts, laws, etc.**

**3.39.** In the full or short English titles of periodicals, series of publications, annual reports, historic documents, and works of art, the first word and all important words are capitalized.

Statutes at Large; Revised Statutes; District Code; Bancroft's History;  
 Journal (House or Senate) (short titles); *but* the code; the statutes  
 Atlantic Charter; Balfour Declaration; *but* British white paper  
 American Journal of Science  
 Saturday Evening Post; the Post  
 Philadelphia Inquirer  
 Chicago's American; *but* Chicago American Publishing Co.  
 Reader's Digest; *but* New York Times Magazine; Newsweek magazine

Monograph 55; Research Paper 123; Bulletin 420; Circular A; Article 15, Uniform Code of Military Justice; Senate Document 70; House Resolution 45; Presidential Proclamation No. 24; Executive Order No. 24; Royal Decree No. 24; Public Law 89-1; Private and Union Calendars; Calendar No. 80; Calendar Wednesday; Committee Print No. 32, committee print; *but* Senate bill 416; House bill 61

Annual Report of the Public Printer, 1966; *but* seventh annual report, 19th annual report (see rule 11.9, p. 171)

Declaration of Independence; the Declaration

Constitution (United States or with name of country); constitutional; *but* New York State constitution; first amendment, 12th amendment (see rule 11.9, p. 171)

Kellogg Pact; North Atlantic Pact; Atlantic Pact; Treaty of Versailles; Jay Treaty; *but* treaty of peace, the treaty (descriptive designations); treaty of 1919

*United States v. Four Hundred Twenty-two Casks of Wine* (legal case) (see also rule 18.33, p. 231)

The Blue Boy (painting)

**3.40.** All principal words are capitalized in titles of addresses, articles, books, captions, chapter and part headings, editorials, essays, headings, headlines, motion pictures and plays (including TV and radio programs), papers, short poems, reports, songs, subheadings, subjects, and themes. The foregoing are also quoted. (See rule 9.118, p. 148, for examples of capitalization and use of quotation marks.)

**3.41.** In the short or popular titles of acts (Federal, State, or foreign) the first word and all important words are capitalized.

Revenue Act; Walsh-Healey Act; Panama Canal Act; Classification Act; *but* revenue act(s); act of 1926, 1926 act; the act; Harrison narcotic law; Harrison narcotic bill; interstate commerce law

**3.42.** The capitalization of the titles of books, etc., written in a foreign language is to conform to national practice in that language. For further details and examples, see section on foreign languages.

**3.43.** In lists, including bibliographies and synonymies, and in footnote citations, capitalization will conform to the rules of this chapter, unless the work requires its own established style.

### First words

**3.44.** The first word of a sentence, of an independent clause or phrase, of a direct quotation, of a line of poetry, or of a formally introduced series of items or phrases following a comma or colon is capitalized.

The question is, Shall the bill pass?  
He asked, "And where are you going?"

Lives of great men all remind us  
We can make our lives sublime.

The vote was as follows: In the affirmative, 23; in the negative, 11; not voting, three.

**3.45.** The first word of a fragmentary quotation is not capitalized.

He objected "to the phraseology, not to the ideas."

**3.46.** The first word following a colon, an exclamation point, or an interrogation point is not capitalized if the matter following is merely a supplementary remark making the meaning clearer.

Revolutions are not made: they come.  
Intelligence is not replaced by mechanism: even the televox must be guided by its master's voice.  
But two months dead I nay, not so much; not two.

What is this?  
Your knees to me? to your corrected son?



3.47. The first word following *Whereas* in resolutions, contracts, etc., is not capitalized; the first word following an enacting or resolving clause is capitalized.

Whereas the Constitution provides \* \* \*; and  
 Whereas Congress has passed a law \* \* \*;  
 Whereas, moreover, \* \* \*: Therefore be it  
 Whereas the Senate provided for the \* \* \*: Now, therefore, be it  
*Resolved, That \* \* \*; and be it further*  
*Resolved (jointly), That \* \* \**  
*Resolved by the House of Representatives (the Senate concurring),*  
*That \* \* \*. (Concurrent resolution, Federal Government.)*  
*Resolved by the Senate of Oklahoma (the House of Representatives*  
*concurring therein), That \* \* \*. (Concurrent resolution, using*  
*name of State.)*  
*Resolved by the senate (the house of representatives concurring therein),*  
*That \* \* \*. (Concurrent resolution, not using name of State.)*  
*Resolved by the Assembly and Senate of the State of California (jointly),*  
*That \* \* \*. (Joint resolution, using name of State.)*  
*Resolved by the Washington Board of Trade, That \* \* \**  
*Provided, That \* \* \**  
*Provided further, That \* \* \**  
*Provided, however, That \* \* \**  
*And provided further, That \* \* \**  
*Ordered, That \* \* \**  
*Be it enacted, That \* \* \**

### Center and side heads

3.48. Unless otherwise marked, (1) centerheads are set in capitals, and (2) sideheads are set in lowercase and only the first word and proper names are capitalized. In centerheads making two lines, wordbreaks should be avoided. The first line should be centered and set as full as possible, but it is not to be set to fill the measure by unduly wide spacing.

3.49. Except as indicated elsewhere, everything in a cap heading is set in caps; in a cap and small-cap heading, in caps and small caps; and in a small-cap heading, in small caps, including, if available, parentheses, brackets, and figures. En quads are used between words.

3.50. In heads set in caps, a small-cap *c* or *ac*, if available, is used in such names as *McLean* or *MacLeod*; otherwise a lowercase *c* or *ac* is used. In heads set in small caps, an apostrophe is used instead of the *c*, but a space is used after the *ac*.

3.51. In such names as *LeRoy*, *DeHostis*, *LaFollette*, etc. (one-word forms only), set in caps, the second letter of the particle is made a small cap, if available; otherwise lowercase is used. In heads set in small caps, a space is used.

3.52. In matter set in caps and small caps or caps and lowercase, capitalize all principal words, including parts of compounds which would be capitalized standing alone. The articles *a*, *an*, and *the*; the prepositions *at*, *by*, *for*, *in*, *of*, *on*, *to*, and *up*; the conjunctions *and*, *as*, *but*, *if*, *or*, and *nor*; and the second element of a compound numeral are not capitalized. (See also rule 9.118, p. 148.)

Airplanes Versus Battleships

World in All-Out War

Man Hit With 2-Inch Pipe

No-Par-Value Stock for Sale

Price-Cutting War

Yankees May Be Winners

Ex-Senator Is To Be Admitted

Notice of Filing and Order on Exemption From Requirements

*but* Building on Twenty-first Street (if spelled)  
 One Hundred and Twenty-three Years (if spelled)  
 Only One-tenth of Shipping Was Idle  
 Many 35-Millimeter Films in Production  
 Built-Up Stockpiles Are Necessary (*Up* is adverb here)

3.53. *Continued* heads will be set according to rules 14.51-14.53, pages 189-190.

3.54. If a normally lowercased short word is used in juxtaposition with a capitalized word of like significance in the sentence, it should also be capitalized.

Buildings In and Near Minneapolis

3.55. In a heading set in caps and lowercase or in caps and small caps, a normally lowercased last word, if it is the only lowercased word in the heading, should also be capitalized.

All Returns Are In

3.56. The first element of an infinitive is capitalized.

Controls To Be Applied *but* Aid Sent to Disaster Area

3.57. In matter set in caps and small caps, the abbreviations *etc.* and *et al.* are set in small caps; in matter set in caps and lowercase, these abbreviations are set in lowercase.

PLANES, GUNS, SHIPS, ETC.  
 JAMES BROS. ET AL.

Planes, Guns, Ships, etc.  
 James Bros. et al.

3.58. As accents in cap lines have a tendency to break off in proofing, presswork, etc., they may be omitted, even if the same words carry accents in text.

3.59. Paragraph series letters in parentheses appearing in heads set in caps, caps and small caps, small caps, or in caps and lowercase are to be set as in copy.

### Addresses, salutations, and signatures

3.60. The first word and all principal words in addresses, salutations, and signatures are capitalized. (See "Datelines, Addresses, and Signatures," p. 221.)

### Interjections

3.61. The interjection *O* is always capitalized; within a sentence other interjections are not capitalized.

Sail on, O Ship of State!  
 For lo! the days are hastening on.  
 But, oh, how fortunate!

### Historic or documentary accuracy

3.62. Where historic or documentary accuracy is required, capitalization and other features of style of the original text should be followed.

## 4. GUIDE TO CAPITALIZATION

(Based on the preceding rules for capitalization)

- A-bomb  
abstract B, 1, etc.
- Academy:  
Air Force; the Academy  
Andover; the academy  
Merchant Marine; the Academy  
Military; the Academy  
National Academy of Sciences; the  
Academy of Sciences; the Academy  
Naval; the Academy  
*but* service academies
- Act (Federal, State, or foreign), short  
or popular title or with number;  
the act:  
Classification  
Economy  
Flood Control  
Lend-Lease Act; *but* lend-lease ma-  
terials, etc.  
Organic Act of Virgin Islands  
Panama Canal  
Pay Act  
Public Act 145 (see also Public Act)  
Revenue Act; *but* revenue act(s); act  
of 1928; 1928 act  
River and Harbor  
Selective Training and Service  
Tariff Act; 1930 Tariff Act  
Trademark  
Treasury Department Appropriation  
Act  
Walsh-Healey Act; *but* Walsh-  
Healey law (or bill)
- Acting, if part of capitalized title
- Adjutant General, the (see The)
- Administration, with name; capitalized  
standing alone if referring to Fed-  
eral unit:  
Farmers Home  
Food and Drug  
Maritime  
Veterans' (follow apostrophe)  
*but* Roosevelt administration; admin-  
istration bill, policy, etc.
- Administrator of Veterans' Affairs; the  
Administrator
- Admiralty, British, etc.
- Admiralty, Lord of the
- Adviser, Legal (Department of State)
- Africa:  
east  
East Coast  
north  
South  
South-West  
West Coast
- Agency, if part of name; capitalized  
standing alone if referring to Fed-  
eral or District of Columbia unit:  
Chippewa (Indian); the agency  
Federal Security; the Agency
- Ages:  
Age of Discovery  
Dark Ages  
Elizabethan Age  
Golden Age (of Pericles only)  
Middle Ages  
*but* atomic age; Cambrian age; copper  
age; ice age; missile age; rocket  
age; space age; stone age; etc.
- Agreement, with name; the agreement:  
General Agreement on Tariffs and  
Trade (GATT); the general agree-  
ment  
International Wheat Agreement; the  
wheat agreement  
Status of Forces; *but* status-of-forces  
agreements  
*but* the Geneva agreement; the Pots-  
dam agreement
- Air Force:  
Air Explorers  
Air National Guard (see National)  
Base (see Base; Station)  
Civil Air Patrol; Civil Patrol; the  
patrol  
Command (see Command)  
Reserve  
Reserve Officers' Training Corps  
WAF (see Women in the Air Force)
- Airport: La Guardia; National; the  
airport
- Alien Property, Office of (see Office)
- Alliance, Farmers', etc.; the alliance
- Alliance for Progress; the Alliance
- Alliance for Progress program
- alliances and coalitions (see also  
powers):  
Allied Powers; the powers (World  
Wars)  
Axis, the; Axis Powers; the powers  
Benelux (Belgium, Netherlands,  
Luxembourg)  
Big Four (European); of the Pacific  
Big Three  
Central Powers; the powers (World  
War I)  
European Economic Community  
(see also Common Market)  
Fritalux (France, Italy, Benelux  
countries)

alliances and coalitions—continued  
 North Atlantic Treaty Organization  
 (see Organization)  
 Western Powers  
 Western Union (powers); the union

Allied (World Wars):  
 armies  
 Governments  
 Nations  
 peoples  
 Powers; the powers; *but* European powers  
 Supreme Allied Commander

Allies, the (World Wars); also members of Western bloc (political entity); *but* our allies; weaker allies, etc.

Ambassador:  
 British, etc.; the Ambassador; the Senior Ambassador; His Excellency Extraordinary and Plenipotentiary; the Ambassador; Ambassador at Large; an ambassador

amendment:  
 Social Security Amendments of 1954; 1954 amendments; the social security amendments; the amendments  
 Tobey amendment  
 to the Constitution (U.S.); first amendment, 14th amendment, etc. (see rule 11.9)

American:  
 Federation of Labor and Congress of Industrial Organizations (AFL-CIO); the federation  
 Gold Star Mothers, Inc.; Gold Star Mothers; a Mother  
 Legion (see Legion)  
 National Red Cross; the Red Cross  
 Veterans of World War II (AMVETS)  
 War Mothers; War Mothers; a Mother

Ancient Free and Accepted Masons; a Mason; a Freemason

Annex, if part of name of building; the annex

Antarctic Ocean (see Arctic; Ocean)

anti-New Deal

appendix I, A, II, etc.; the appendix; *but* Appendix II, when part of title: Appendix II: Education Directory

appropriation bill (see also bill):  
 deficiency  
 Department of Agriculture  
 for any governmental unit  
 independent offices

Arab States

Arboretum, National; the arboretum

Arabic numerals

Archipelago, Philippine, etc.; the archipelago

Architect of the Capitol; the Architect

Archives, the, etc. (see The)

Archivist of the United States; the Archivist

Arctic:  
 Circle  
 Current (see Current)  
 Ocean  
 zone  
*but* subarctic

arctic (descriptive adjective):  
 clothing  
 conditions  
 fox  
 grass  
 night  
 seas

Arctics, the

Area, if part of name; the area:  
 Cape Hatteras Recreational  
 White Pass Recreation; etc.  
*but* area 2; free trade area; Metropolitan Washington area

Arlington:  
 Memorial Amphitheater; the Memorial Amphitheater; the amphitheater  
 Memorial Bridge (see Bridge)  
 National Cemetery (see Cemetery)

Arm, Cavalry, Infantry, etc. (military); the arm

Armed Forces (synonym for overall Military Establishment); British  
 Armed Forces; the armed forces

armed services

armistice

Armory, Springfield, etc.; the armory

Army, American or foreign, if part of name; capitalized standing alone only if referring to U.S. Army:  
 Active  
 Adjutant General, the (see The)  
 Band (see Band)  
 branches: Gordon Highlanders; Royal Guards; etc.  
 Brigade, 1st, etc.; the brigade; Robinson's brigade  
 Command (see Command)  
 Command and General Staff College (see College)  
 Company A; A Company; the company  
 Confederate (referring to Southern Confederacy); the Confederates  
 Continental; Continentals  
 Corps (see Corps)  
 District of Washington (military); the district  
 Division, 1st, etc.; the division  
 Engineers (the Corps of Engineers); the Engineers; *but* Army engineer  
 Establishment  
 Field Establishment  
 Field Forces (see Forces)  
 Finance Department; the Department  
 1st, etc.  
 General of the Army; *but* the general  
 General Staff; the Staff  
 Headquarters, 1st Regiment  
 Headquarters of the; the headquarters  
 Hospital Corps (see Corps)

<sup>1</sup> The colon is preferred; a dash is permissible; but acomma is too weak.

## Army—Continued

Medical Museum (see Museum)  
 Organized Reserves; the Reserves  
 Regiment, 1st, etc.; the regiment  
 Regular Army officer; a Regular  
 Revolutionary (American, British,  
 French, etc.)  
 service  
 Surgeon General, the (see Surgeon  
 General)  
 Volunteer; the Volunteers; a Volunteer  
 army:  
 Lee's army; *but* Clark's 5th Army  
 mobile  
 mule, shoe, etc.  
 of occupation; occupation army  
 Red  
 Arsenal, Rock Island, etc.; the arsenal  
 article 15; *but* Article 15, when part of  
 title: Article 15:<sup>2</sup> Uniform Code of  
 Military Justice  
 Articles of Confederation (U.S.)  
 Assembly of New York; the assembly  
 (see also Legislative Assembly)  
 Assembly (see United Nations)  
 Assistant, if part of capitalized title;  
 the assistant  
 assistant, Presidential (see Presidential)  
 Assistant Secretary (see Secretary)  
 Associate Justice (see Supreme Court)  
 Association, if part of name; capitalized  
 standing alone if referring to Fed-  
 eral unit:  
 American Association for the Ad-  
 vancement of Science; the associ-  
 ation  
 Federal National Mortgage (Fannie  
 Mae); the Association  
 Young Men's Christian; the associ-  
 ation  
 Astrophysical Observatory (see Ob-  
 servatory)  
 Atlantic:  
 Charter (see Charter)  
 coast  
 community  
 Coast States  
 Destroyer Flotilla; the destroyer flo-  
 tilla; the flotilla  
 Fleet (see Fleet)  
 mid-Atlantic  
 North  
 Pact (see Pact)  
 seaboard  
 slope  
 South  
 time, standard time (see time)  
*but* cisatlantic; transatlantic  
 Attorney General (U.S.); *but* attorney  
 general of Maine, etc.  
 attorney, U.S.  
 Authority, capitalized standing alone if  
 referring to Federal unit:  
 National Shipping; the Authority  
 Port of New York; the port author-  
 ity; the authority

## Authority—Continued

St. Lawrence Seaway Authority of  
 Canada; the authority  
 Tennessee Valley; the Authority  
 autumn  
 Avenue, Constitution, etc.; the avenue  
 Award: Distinguished Service, Merit,  
 Mother of the Year, etc.; the award  
 (see also decorations, etc.)  
 Axis, the (see alliances)  
 Badlands (S. Dak. and Nebr.)  
 Balkan States (see States)  
 Baltic States (see States)  
 Band, if part of name; the band:  
 Army, Marine, Navy, Sousa's  
 Eastern, etc. (of Cherokee Indians)  
 Bank, if part of name; the bank;  
 capitalized standing alone if refer-  
 ring to international bank:  
 Export-Import Bank of Washington  
 (Eximbank); Export-Import Bank;  
 the Bank  
 Farm Loan Bank of Dallas; Dallas  
 Farm Loan Bank; farm loan bank;  
 farm loan bank at Dallas  
 Farmers & Mechanics, etc.  
 Federal home loan bank at Cum-  
 berland  
 Federal Land Bank of Louisville;  
 Louisville Federal Land Bank; land  
 bank at Louisville; Federal land bank  
 Federal Reserve Bank of New York;  
 Richmond Federal Reserve Bank;  
*but* Reserve bank at Richmond;  
 Federal Reserve bank; Reserve  
 bank; Reserve city  
 First National, etc.  
 German Central; the Bank  
 International Bank for Reconstruc-  
 tion and Development; the Bank  
 International Monetary; the Bank  
 International World; the Bank  
*but* blood bank, central reserve, soil bank  
 Barracks, if part of name; the barracks:  
 Carlisle  
 Disciplinary (Leavenworth)  
 Marine (District of Columbia)  
*but* A barracks; barracks A; etc.  
 Base, Andrews Air Force; Air Force  
 base; the base (see also Naval Base);  
*but* Sandia Base  
 Basin (see geographic terms)  
 Battery, the (New York City)  
 Battle, if part of name; the battle:  
 of Gettysburg; *but* battle at Gettys-  
 burg; etc.  
 of the Bulge; of the Marne; of the  
 Wilderness; of Waterloo; etc.  
 battlefield, Bull Run, etc.  
 battleground, Manassas, etc.  
 Belt, if part of name; the belt:  
 Corn  
 Cotton  
 Dairy  
 Ice  
 Wheat  
*but* Bible belt, goiter belt

<sup>2</sup> See footnote 1, p. 34.

- beltway (referring to District, Maryland, or Virginia)
- Bench (see Supreme Bench)
- Benelux (see alliances)
- Bible; Biblical; Scriptures; etc. (see also book)
- Big Inch; Little Inch (pipelines)
- bill, Kiess; Senate bill 217; House bill 31 (see also appropriation bill)
- Bill of Rights (historic document); *but* GI bill of rights
- Bizonia; bizonal; bizone
- Bluegrass region, etc.
- B'nai B'rith
- Board, if part of name; capitalized standing alone only if referring to Federal, interdepartmental, District of Columbia, or international board:
- Civil Aeronautics
  - Employees' Compensation Appeals
  - Federal Maritime
  - Federal Reserve (see Federal)
  - General (Navy)
  - Loyalty Review
  - Macy Board, etc. (Federal board with name of person)
  - Military Production and Supply (NATO)
  - of Directors (Federal unit); *but* board of directors (nongovernmental)
  - of Education (District of Columbia)
  - of Health of Montgomery County; Montgomery County Board of Health; the board of health; the board
  - of Managers (of the Soldiers' Home)
  - of Regents (Smithsonian)
  - of Visitors (Military and Naval Academies)
  - on Geographic Names
- Bolshevik; Bolsheviks (collective plural); Bolshevik; bolshevism
- bond:
- defense bond; defense savings bond; savings bond; defense savings bonds and stamps; series E bond; savings bonds and stamps
  - Victory bond; the bond
  - war savings bond; savings bond; war bond
  - also* governments, treasuries
- book:
- books of the Bible
  - First Book of Samuel; etc.
  - Good Book (synonym for Bible)
- book 1, I, etc.; *but* Book 1, when part of title: Book 1:<sup>3</sup> The Golden Legend
- border, United States-Mexican
- Borough, if part of name: Borough of the Bronx; the borough
- Botanic Garden (National); the garden
- Bowl, Dust, Ice, Rose, etc.; the bowl
- Boxer Rebellion (see Rebellion)
- Boy Scouts (the organization); a Boy Scout; a Scout; Scouting
- Branch, if part of name; capitalized standing alone only if referring to a Federal or District of Columbia unit:
- Accounts Branch
  - Public Buildings Branch
  - but* executive, judicial, or legislative branch
- Bridge, if part of name; the bridge:
- Arlington Memorial; Memorial
  - Francis Scott Key; Key
  - M Street
  - but* Pennsylvania Railroad bridge
- Brother(s) (adherent of religious order)
- Budget of the United States (publication); the Budget (Bureau implied); the budget
- budget:
- department
  - estimate
  - Federal
  - message
  - performance-type
  - President's
- Building, if part of name; the building:
- Capitol (see Capitol Building)
  - Colorado
  - House (or Senate) Office
  - Investment
  - New House (or Senate) Office
  - Old House Office
  - Pentagon
  - the National Archives; the Archives
  - Treasury; Treasury Annex
- Bulletin 420; Farmers' Bulletin No. 420
- Bureau, if part of name; capitalized standing alone only if referring to Federal, District of Columbia, or international unit:
- of Customs; Customs Bureau
  - of Engraving and Printing
  - of Foreign and Domestic Commerce of Indian Affairs
  - of Mines; Mines Bureau
  - of Social Hygiene, New York; the bureau; etc.
  - of the Budget; Budget Bureau
- Cabinet, American or foreign, if part of name or standing alone (see also foreign cabinets):
- British Cabinet; the Cabinet
  - the President's Cabinet; the Cabinet; Cabinet officer, member
- Calendar, if part of name; the calendar:
- Consent; etc.
  - House
  - No. 99
  - of Bills and Resolutions
  - Private
  - Senate
  - Unanimous Consent
  - Union
  - Wednesday (legislative)
- Cambrian age (see Ages)
- Camp Gary, etc.; the camp

<sup>3</sup> See footnote 1, p. 34.

- Canal, with name; the canal:  
 Cross-Florida Barge  
 Isthmian  
 Panama  
 Zone (Isthmian); the zone (see also Government)
- Cape (see geographic terms)
- Capital, Capital City, National Capital (Washington, D.C.); *but* the capital (State)
- Capitol Building (State); the capitol  
 Capitol, the (Washington, D.C.):  
 Architect of (see Architect of the Capitol)  
 caucus room  
 Chamber  
 dome  
 Grounds  
 Hall of Fame; the Hall  
 Halls (House and Senate)  
 Halls of Congress  
 Hill; the Hill  
 Police (see Police)  
 Power Plant  
 Prayer Room  
 Press Gallery, etc.  
 rotunda  
 Senate wing  
 stationery room  
 Statuary Hall  
 the well (House or Senate)
- Cemetery, if part of name: Arlington National; the cemetery
- Census:  
 Seventeenth Decennial (title); Seventeenth Census (title); the census  
 1960 census  
 1960 Census of Agriculture; the census of agriculture; the census  
 the 14th and subsequent decennial censuses
- Center, Agricultural Research, etc.; the Center  
 central Asia, central Europe, etc.  
 Central States  
 central time, central standard time (see time)  
 century, first, 20th, etc. (see rule 11.9)
- Chair, the, if personified
- Chairman:  
 of the Board of Directors; the Chairman (Federal); *but* chairman of the board of directors (non-Federal)  
 of the Committee of the Whole House; the Chairman  
 of the Federal Trade Commission; the Chairman  
 of the Loyalty Board; the Chairman *but* chairman of the Appropriations Committee
- Chamber of Commerce: the chamber:  
 of Ada; Ada Chamber of Commerce; the chamber of commerce  
 of the United States; U.S. Chamber of Commerce; the chamber of commerce; national chamber
- Chamber, the (Senate or House)
- channel 3 (TV); the channel (see also geographic terms, p. 45)
- Chaplain (House or Senate); *but* Navy chaplain  
 chapter 5, II, etc.; *but* Chapter 5, when part of title: Chapter 5:<sup>4</sup> Research and Development; Washington chapter, Red Cross
- Chargé d'Affaires, British, etc.; the Chargé d'Affaires; the Chargé  
 chart 2, A, II, etc.; *but* Chart 2, when part of legend: Chart 2.—Army strength
- Charter, capitalized with name; the charter:  
 Atlantic  
 United Nations
- cheese: Camembert, Cheddar, Roquefort, etc.
- Chief, if referring to head of Federal or District of Columbia unit; the Chief:  
 Forester (see Forester)  
 Intelligence Office  
 Justice (U.S. Supreme Court); *but* chief justice (of a State)  
 Magistrate (the President) of Division of Publications of Engineers (Army)  
 of Naval Operations  
 of Staff  
 of the Bureau of Insular Affairs
- Chief Clerk, if referring to head of Federal or District of Columbia unit
- Christian; Christian name, etc.; Christendom; Christianity; Christianize; *but* christen
- church and state
- church calendar:  
 Christmas  
 Easter  
 Lent  
 Whitsuntide (Pentecost)
- Church, if part of name of organization or building
- Circle, if part of name; the circle:  
 Arctic  
 Logan  
*but* great circle
- Circular 420
- cities, sections of, official or popular names:  
 East Side  
 Latin Quarter  
 North End  
 Northwest Washington, etc. (District of Columbia); the Northwest; *but* northwest (directional)  
 the Loop
- City, if part of corporate or popular name; the city:  
 Kansas City; the two Kansas Citys  
 Mexico City  
 New York City  
 Twin Cities  
 Washington City; *but* city of Washington  
 Windy City  
*but* Reserve city (see Bank)

<sup>4</sup> See footnote 1, p. 34.

- civil action No. 46  
civil defense  
Civil Air Patrol (see Air Force)  
Civil Service, capitalize only when word "Commission" follows or is implied:  
the Civil Service has ruled  
*but* civil service employee, examination, etc.  
Civil War (see War)  
Clan, if part of tribal name; the clan  
class 2, A, II, etc.; *but* Class 2 when part of title: Class 2:<sup>5</sup> Leather Products  
Clerk, the, of the House of Representatives; of the Supreme Court of the United States  
coal sizes: pea, barley, buckwheat, stove, etc.  
coast: Atlantic, east, gulf, west, etc.  
Coast Guard, U.S.; the Coast Guard;  
Coastguardsman Smith; *but* a coastguardsman; a guardsman  
Coastal Plain (Atlantic and Gulf)  
Code (in shortened title of a publication); the code:  
District  
Federal Criminal  
Internal Revenue  
International (signal)  
of Federal Regulations  
Penal; Criminal; etc.  
Pennsylvania State  
Radio  
Television  
Uniform Code of Military Justice  
United States  
*but* civil code; flag code; Morse code  
collection, Brady, etc.; the collection  
collector of customs  
College, if part of name; the college:  
Armed Forces Staff  
Command and General Staff  
Gettysburg  
National War  
of Bishops  
*but* electoral college  
college degrees: bachelor of arts, master's, etc.  
Colonials (American Colonial Army);  
*but* colonial times, etc.  
Colonies, the:  
Thirteen  
Thirteen American  
Thirteen Original  
*but* 13 separate Colonies  
colonists, the  
Colony: Cyprus, Crown Colony of Hong Kong; the colony, crown colony  
Cominform (see U.S.S.R.)  
Command, capitalize with name; the command:  
Air Materiel  
GHQ Far East  
Joint Far Eastern  
Potomac River Naval  
Zone of Interior
- Commandant, the (Coast Guard or Marine Corps only)  
Commandos, the; Commando raid; a commando; a commandoman  
Commission, if part of name; capitalized standing alone if referring to Federal, District of Columbia, or international commission:  
Alaska Road  
Atomic Energy  
Civil Service  
District (District of Columbia)  
Electoral  
International Boundary, United States, Alaska, and Canada  
of Fine Arts  
on Civil Rights  
on Organization of the Executive Branch of the Government (Hoover)  
Public Buildings  
Public Utilities (District of Columbia)  
Commissioner, if referring to Federal, District of Columbia, or international commission; the Commissioner  
Land Bank; *but* land bank commissioner loans  
of Customs  
of Immigration and Naturalization  
of Patents  
of the District of Columbia; the Commissioner(s)  
of the Five Civilized Tribes, etc.  
U.S. (International Boundary Commission, etc.)  
*but* a U.S. commissioner  
Committee, if part of name; the Committee, if referring to international or noncongressional Federal committee or to the Committee of the Whole, the Committee of the Whole House, or the Committee of the Whole House on the State of the Union:  
American Medical Association Committee on Education; the committee  
Appropriations, etc.; the committee; Subcommittee on Appropriations; the subcommittee; subcommittee of the Appropriations Committee  
Democratic National; the national committee; the committee; national committeeman  
Democratic policy committee; the committee  
Federal Reserve Ad Hoc Committee on Coins  
Interagency Advisory Committee on Domestic Transport and Storage and Post Utilization; the Committee  
Joint Committee on Atomic Energy; the Joint Committee; the committee; *but* a joint committee

<sup>5</sup> See footnote 1, p. 34



- Committee—Continued  
of Defense Ministers (NATO); the Committee (see also Organization, North Atlantic Treaty)  
of One Hundred, etc.; the committee on Finance; the committee on Post Office and Civil Service; the committee on Public Safety; the committee President's Advisory Committee on Management; the Committee Republican National; the national committee; the committee; national committeeman  
Republican policy committee; the committee  
Select Committee on Astronautics and Space Exploration; the select committee  
Senate policy committee  
Subcommittee No. 5, etc.; the subcommittee  
Subcommittee on Immigration  
*but* Kefauver committee  
ad hoc committee  
Committee Print No. 32; committee print  
Common Market; the market (European Economic Community); *also* Common Market Treaty; Inner Six; Outer Seven  
Commonwealth of Australia, Massachusetts, etc.; British Commonwealth; the Commonwealth  
Commune (of Paris)  
Communist; communism; communistic  
Communist government, etc. (see U.S.S.R.)  
Community, European Coal and Steel; European Economic; the Community; *but* the Atlantic community  
compact, U.S. marine fisheries, etc.; the compact  
Company, if part of name; capitalized standing alone if referring to unit of Federal Government:  
Panama Railroad Company; the Company  
Procter & Gamble Co.; the company  
Comptroller:  
of the Currency; the Comptroller of the Post Office Department; the Comptroller  
Comptroller General (U.S.); the Comptroller  
Comsat  
conelrad  
Confederacy (of the South)  
Confederate Army; government; soldier; States  
Confederation, Swiss; the Confederation  
Conference, if referring to governmental (U.S.) or international conference:  
Bretton Woods; the Conference  
Judicial Conference of the United States; U.S. Judicial Conference; Judicial Conference; the Conference  
Sixth Annual Conference of Southern Methodist Churches; the conference  
Confession, Augsburg  
Congress (convention), if part of name; capitalized standing alone if referring to international congress:  
International Good Roads; Good Roads; the Congress  
of Parents and Teachers, National; the congress  
Congress (legislature), if referring to national congress:  
of Bolivia, etc.; the Congress of the United States; First, Second, 11th, 82d, etc. (see rule 11.9); the Congress  
Congressional:  
Directory; the directory  
District, First, 11th, etc.; the First, 11th, District (see rule 11.9); the congressional district; the district  
Library; the Library  
Medal of Honor (see decorations)  
*but* congressional action, committee, etc.  
Congressman; Congressman at Large; Member of Congress; Member; membership  
Constitution, with name of country; capitalized standing alone when referring to a specific national constitution; *but* New York State constitution; the constitution  
constitutional  
consul, British, etc.  
consul general, British, etc.  
consulate, British, etc.  
Consumer Price Index (official title); the price index; the index; *but* a consumers' price index (descriptive)  
Continent, only if following name; American Continent; the continent; *but* the Continent (continental Europe)  
Continental:  
Army; the Army  
Congress; the Congress  
Divide (see Divide)  
Outer Continental Shelf  
Shelf; the shelf  
continental:  
care not a continental, etc.  
Europe, United States, etc.  
Continental (Revolutionary soldiers)  
Convention, governmental (U.S.), international, or national political; the convention:  
Constitutional (United States, 1787); the Convention  
Democratic National; Democratic Genocide  
19th Annual Convention of the American Legion  
on International Civil Aviation  
Universal Postal Union; Postal Union *also* International Postal; Warsaw convention of 1907 (not formal name)  
Coordinator of Information; the Coordinator

- copper age (see Ages)  
 Corn Belt (see Belt)  
 Corporation, if part of name; the Corporation, if referring to unit of Federal Government:  
 Commodity Credit  
 Federal Deposit Insurance  
 Petroleum Reserves  
 Rand Corp.; the corporation (see also abbreviation, p. 164)  
 St. Lawrence Seaway Development Corporation  
 Union Carbide Corp.; the corporation  
 Virgin Islands  
 Corps, if part of name; the corps (non-military); the Corps (see also Reserve):  
 Adjutant General's  
 Army Hospital  
 Artillery  
 Chemical  
 Counterintelligence  
 Enlisted Reserve  
 Finance  
 Foreign Service Officer (see Foreign Service)  
 Job  
 Judge Advocate General's  
 Marine (see Marine Corps)  
 Medical  
 Military Police  
 Nurse  
 of Engineers; Army Engineers; the Engineers; *but* Army engineer  
 Officers' Reserve  
 Ordnance  
 Peace (the corpsman)  
 Quartermaster  
 Reserve Officers' Training (ROTC)  
 VII Corps, etc. (see rule 11.9)  
 Signal  
 Teacher  
 Transportation  
 Women's Army (WAC); a Wac; the Wacs  
 Youth  
*but* diplomatic corps  
 corpsman; hospital corpsman  
 Cotton Belt (see Belt)  
 Council, if part of name; capitalized standing alone if referring to Federal or international unit (see also United Nations):  
 Boston City; the council  
 Choctaw, etc.; the council  
 Federal Personnel; the Council  
 His Majesty's Privy Council; the Privy Council; the Council  
 National Security; the Council  
 of Foreign Ministers (NATO); the Council  
 of the Organization of American States; the Council  
 Philadelphia Common; the council  
 councilor, privy  
 Counsel (see General Counsel)  
 County, Frederick; county of Frederick; County Kilkenny, etc.; the county  
 Court (of law) (see also Courtwork, pp. 229-240); capitalized if part of name of national or international court, U.S. court, district court, or State court; lowercased if city or county court; capitalized standing alone if referring to the Supreme Court of the United States, to Court of Impeachment (U.S. Senate), or to international court:  
 Circuit Court of the United States for the Second Circuit; Circuit Court for the Second Circuit; the circuit court; the court  
 Court of Appeals of the State of Wisconsin, etc.; the court of appeals; the court  
 Court of Claims; the court  
 Court of Customs and Patent Appeals; the court  
 Court of Impeachment, the Senate; the Court  
 District Court of the United States for the Eastern District of Missouri; the district court; the court  
 District of Columbia court of general sessions  
 Emergency Court of Appeals, United States; the court  
 International Court of Justice; the Court  
 Permanent Court of Arbitration; the Court  
 Supreme Court of the United States (see Supreme Court)  
 Supreme Court of Virginia, etc.; the supreme court; the court  
 Tax Court; the court  
 U.S. Court of Appeals for the District of Columbia; the court  
 Covenant, League of Nations; the covenant  
 Creed, Apostles'; the Creed  
 Croix de Guerre (see decorations)  
 Crown, if referring to a ruler; *but* crown colony, lands, etc. (see rule 3.19)  
 Current, if part of name; the current:  
 Arctic  
 Humboldt  
 Japan  
 North Equatorial  
 customhouse; customs official  
 czar; czarist  
 Dairy Belt (see Belt)  
 Dalles, The; *but* the Dalles region  
 Dam (see geographic terms)  
 Dark Ages (see Ages)  
 Dark Continent (Africa)  
 Daughters of the American Revolution; a Real Daughter; King's Daughters; a Daughter  
 days (see holidays)  
 D-day, etc. (see holidays)  
 dean of the diplomatic corps  
 Declaration, capitalized with name: of Independence; the Declaration of Panama; the declaration

decorations, medals, etc., awarded by United States or any foreign national government; the medal, the cross, the ribbon (see also awards):

Air Medal  
Bronze Star Medal  
Commendation Ribbon  
Congressional Medal of Honor  
Croix de Guerre  
Distinguished Flying Cross  
Distinguished Service Cross  
Distinguished Service Medal  
Good Conduct Medal  
Iron Cross  
Legion of Merit  
Medal for Merit  
Medal of Freedom  
Medal of Honor  
Purple Heart  
Silver Star  
Soldier's Medal  
Victoria Cross  
Victory Medal

also Carnegie Medal, etc.

Decree (see Executive; Royal Decree)

Deep South

defense bond (see bond)

Defense Establishment (see Establishment)

De Gaulle Free French; Free French; Fighting French; *but de Gaullist*

Deity, words denoting, capitalized delegate (to a conference); the delegate; the delegation

Delegate (U.S. Congress)

Delta, Mississippi River; the delta

Department, if part of name; capitalized standing alone if referring to Federal, District of Columbia, or international unit:

Highway (District of Columbia)

Post Office

Treasury

Yale University Department of Economics; the department of economics; the department

Department of New York, American Legion

department:

clerk

legislative, executive, judicial departments

Depot, if part of name; the depot (see also Station)

Deputy, if part of capitalized title; *but the deputy*

derivatives of proper names:

alaska seal (fur)	belleekware
angora wool	benday process
angstrom unit	bessemer steel
apache (Paris)	bohemian set
argyle wool	bologna sausage
artesian well	bordeaux mixture
astrakhan fabric	bourbon whisky
axminster rug	bowrie knife
babbitt metal	braille
bakelite	

derivatives of proper names—con.

brazil nut	india ink
brazilwood	india rubber
brewer's yeast	intertype <sup>6</sup> slug
bristolboard	italic type
britannia metal	jamaica ginger
britannia ware	japan varnish
brussels carpet	jersey fabric
brussels sprouts	johnin test
bunsen burner	joule
burley tobacco	kafircorn
cesarean operation	klieg light
canada balsam (microscopy)	knickerbocker
carlsbad twins (petrography)	kraft paper
cashmere shawl	lambert
castile soap	leghorn hat
chantilly lace	levant leather
chesterfield coat	levantine silk
china clay	lilliputian
chinese blue	linotype <sup>6</sup> slug
Chinook Salmon	logan tent
climax basket	london purple
collins (drink)	ludlow <sup>6</sup> type
congo red	lufbery circle
cordovan leather	lynch law
coulomb	lyonnaise potatoes
curie	macadamized road
decauville rail	mach (no period) number
degaussing apparatus	madrass cloth
delftware	magnot line
derby hat	manila paper
diesel engine,	maraschino
dieselize	cherry
dotted swiss	mason jar
epsom salt	maxwell
fedora hat	melba toast
fletcherize	mercerized fabric
frankfurt sausage	merino sheep
frankfurter	monotype <sup>6</sup> matter
french chalk	morocco leather
french dressing	morris chair
french-fried potatoes	murphy bed
fuller's earth	navy blue
gargantuan	nelson, half nelson, etc.
gauss	neon light
georgette crepe	newmarket cloak
german silver	newton
gilbert	nissen hut
glauber salt	norfolk jacket
gothic type	oriental rug
graham bread	osnaburg cloth
harderian gland	oxford shoe
harveyized steel	panama hat
herculean task	parianware
hessian fly	paris green
holland cloth	parkerhouse roll
hoolamite detector	pasteurized milk
hudson seal (fur)	persian lamb
	petri dish
	pharisaic

<sup>6</sup> Lowercased as adjective, but still capitalized if referring to machine itself.

derivatives of proper names—con.

philistine	spanish omelet
pitman arm	stillson wrench
pitot tube	stubs wire
plaster of paris	surah silk
portland cement	swiss cheese, <i>but</i>
prussian blue	Swiss watch
pullman car;	tabasco sauce
pullmanize	taintor gate
quisling	timothy grass
quixotic idea	turkey red
quonset hut	turkish towel
rembert wheel	utopia, utopian
roentgen	vandyke collar
roman candle	vaseline
roman cement	venetian blind
roman type	venturi tube
russia leather	victoria (carriage)
russian bath	vienna bread
rutherford	virginia reel
sanforize	wedgwoodware
saratoga chips	wheatstone
scotch plaid	bridge
scotch tape	wilton rug
shanghai	woodruff key
siamese twins	zeppelin
simon pure	

deutsche mark

diplomatic corps (see also Corps; service)

Director, if referring to head of Federal, District of Columbia, or international unit; the Director:

District Director of Internal Revenue  
of Coast and Geodetic Survey  
of Fish and Wildlife Service  
of the Budget  
of the Mint

of Vehicles and Traffic

*but* director, board of directors (non-governmental)

Director General of Foreign Service; the Director General; the Director

Distinguished Service Medal, etc. (see decorations)

District, if part of name; the district:

Alexandria School District No. 4;

the school district

Chicago Sanitary; the sanitary district

Congressional (see Congressional; see p. 39 for clarification)

Federal (see Federal)

1st Naval; naval district

Grant County Public Utility; the utility district

Imperial Valley Irrigation; the irrigation district

Los Angeles Water; the water district

Manhattan Engineer (atomic)

*but* customs district No. 2; first assembly district; school district No. 4

District of Columbia; the District:

Anacostia Flats; the flats

Arlington Memorial Bridge; the Memorial Bridge; the bridge

beltway, the (Maryland and Virginia)

District of Columbia—Continued

court of general sessions

District jail; the jail

Engineer Commissioner; the Commissioner

Engineer Department; the Department

General Hospital; the hospital

Highway Bridge; 14th Street Bridge; the bridge

juvenile court; the court

Mall, the

Metropolitan Police; Metropolitan policeman; the police

Monument Grounds; the grounds

Monument, Washington; the monument

police court

Public Library; the library

Reflecting Pool; the pool

Speedway, the

Tidal Basin; the basin

Village, the

Washington Channel; the channel

Divide, Continental (Rocky Mountains); the divide

Divine Father; *but* divine guidance, divine providence, divine service

Division, Army, if part of name: 1st Division; the division

Division, if referring to Federal or District of Columbia governmental unit; the Division:

Electro-Motive Division; the division; *but* division of General Motors

of Air Services

of Parcel Post

of Railway Mail Service

of the Federal Register

Passport

Trinity River division (reclamation); the division

Dixie; Dixiecrat

docket No. 66

Doctrine, Monroe; the doctrine; *but*

Truman, Eisenhower doctrine

Document, if part of name; the document:

Document No. 2

Document Numbered One Hundred and Thirty

Dominion of Canada, of New Zealand, etc.; the Dominion; *but* British dominions; a dominion; dominion

status

drawing II, A, 3, etc.; *but* Drawing 2 when part of title: Drawing 2.—

Hydroelectric Power Development

Driftless Area (Mississippi Valley)

Dust Bowl (see Bowl)

eagle boat (class)

earth, lowercase unless used with names of other planets

East:

Coast (Africa)

Europe (political entity)

- East—Continued  
 Germany (political entity)  
 Middle, Mideast (Asia)  
 Near (Balkans)  
 South Central States  
 the East (section of United States);  
*also* Communist political entity
- east:  
 Africa  
 coast (U.S.)  
 Pennsylvania
- Eastern:  
 Europe (political entity)  
 Far (Orient) (see Far East)  
 Germany (political entity)  
 Gulf States  
 Hemisphere (see Hemisphere)  
 Middle, Mideastern (Asia)  
 North Central States  
 Shore (Chesapeake Bay)  
 States  
 United States
- eastern:  
 France  
 seaboard  
 time, eastern standard time (see  
 time)  
 Wisconsin
- easterner
- E-bond
- elector, presidential (see Presidential  
 electoral college; the electors)  
 Elizabethan Age (see Ages)  
 Emancipation Proclamation (see Proc-  
 lamation)  
 Embassy, British, etc.; the Embassy  
 Emperor, Ethiopian, etc.; the Emperor  
 Empire, Ethiopian, etc.; the Empire;  
*but* an empire  
 Engine Company, Bethesda; engine  
 company No. 6; No. 6 engine com-  
 pany; the company  
 Engineer Commissioner (see District  
 of Columbia)  
 Engineer Department (see District of  
 Columbia)  
 Engineer officer, etc. (of Engineer  
 Corps); the Engineers  
 Engineers, Chief of (see Chief)  
 Engineers, Corps of (see Corps)  
 Envoy Extraordinary and Minister  
 Plenipotentiary; the Envoy; the Min-  
 ister
- Equator, the; equatorial
- Establishment, if part of name; the  
 establishment:  
 Army  
 Army Field  
 Defense  
 Military  
 Naval; *but* naval establishments  
 Navy  
 Post Office; Postal  
 Regular  
 Reserve  
 Shore  
*but* civil establishment; legislative  
 establishment
- Estate, Girard (a foundation); the es-  
 tate  
 estate, third (the commons); fourth  
 (the press); etc.  
 European theater of operations; the  
 European theater; the theater  
 Excellency, His; Their Excellencies  
 Exchange, New York Stock; the stock  
 exchange; the exchange  
 Executive (President of United States):  
 Decree No. 100; Decree 100; *but*  
 Executive decree; direction  
 Document No. 95  
 Mansion; the mansion; the White  
 House  
 Office; the Office  
 Order No. 34; Order 34; *but* Execu-  
 tive order  
 power  
 executive:  
 agreement document  
 branch paper  
 communication privilege  
 department
- exhibit 2, A, II, etc.; *but* Exhibit 2,  
 when part of title: Exhibit 2:<sup>7</sup> Cap-  
 ital Expenditures, 1935-49
- Expedition, Byrd; Lewis and Clark;  
 the expedition
- Experiment Station (see Station)
- Explorer I, etc.
- Exposition, California-Pacific Interna-  
 tional, etc.; the exposition
- Express, if part of name: Federal  
 Express, the
- Fair Deal
- Fair, World's, etc.; the fair; Texas State  
 Fair
- Falangist
- fall (season)
- Falls, Niagara; the falls
- fanciful appellations capitalized:  
 Bay State (Massachusetts)  
 Big Four (powers, railroad, etc.)  
 City of Churches (Brooklyn)  
 Fair Deal  
 Great Father (the President)  
 Great Society  
 Keystone State (Pennsylvania)  
 New Deal  
 New Frontier  
 the Hub (Boston)
- Far East, Far Eastern (the Orient);  
 Far West (U.S.); *but* far western
- Farm, if part of name; the farm:  
 Johnson Farm; *but* Johnson's farm  
 San Diego Farm  
 Wild Tiger Farm
- Fascist; Fascisti; fascistic; fascism
- Father of his Country (Washington)
- Federal (synonym for United States or  
 other sovereign power):  
 District (Mexico)  
 Government (of any national gov-  
 ernment)

<sup>7</sup> See footnote 1, p. 34.

## Federal—Continued

grand jury; the grand jury  
land bank (see Bank)  
Personnel Council (see Council)  
Register (publication); the Register  
Reserve bank (see Bank)  
Reserve Board, the Board; *also* Federal Reserve System, the System;  
Federal Reserve Board Regulation  
W, *but* regulation W

## federally

fellow, fellowship (academic); lower-case with name

Field, Byrd, Stewart, etc.; the field

fifth column; fifth columnist

figure 2, A, II, etc. (illustration); *but*

Figure 2, when part of legend: Figure 2.—Market scenes

## firm names:

A-C Spark Plug Co.  
Allen-A Co.  
Allen B. Du Mont Laboratories  
Allis-Chalmers Manufacturing Co.  
Aluminium, Ltd.  
American Bank Note Co.  
American Telephone & Telegraph Co.  
Appleton-Century-Crofts, Inc.  
Bausch & Lomb Optical Co.  
Beech-Nut Life Savers, Inc.  
Carson, Pirie, Scott & Co.  
Champion Paper & Fibre Co.  
Chance Vought Aircraft, Inc.  
Chicago & North Western Railway Co.  
Colgate-Palmolive Co.  
Colt's Patent Fire Arms Manufacturing Co.  
Curtiss-Wright Corp.  
D.C. Transit System, Inc.  
Deepfreeze Appliance Division  
De Laval Steam Turbine Co.  
DeVilbiss Co.  
Dillon, Read & Co.  
Dow Jones & Co.  
Dun & Bradstreet  
E. I. du Pont de Nemours & Co.  
Francis I. du Pont & Co.  
Eagle-Picher Co., Inc.  
Electric Auto-Lite Co.  
Fibreboard Paper Products Corp.  
Great Atlantic & Pacific Tea Co. (A. & P.)  
Grumman Aircraft Engineering Corp.  
Halsey, Stuart & Co.  
Harris-Intertype Corp.  
Hart Schaffner & Marx  
Houghton Mifflin Co.  
Ingersoll-Rand Co.  
Johns-Manville Corp.  
Kennecott Copper Co.  
R. G. LeTourneau, Inc.  
LeTourneau-Westinghouse Co.  
Libbey-Owens-Ford Glass Co.  
Libby, McNeill & Libby  
Macmillan Co.  
Merck Sharp & Dohme Division  
Merrill Lynch, Pierce, Fenner & Smith

## firm names—continued

Montgomery Ward & Co.  
Moore-McCormack Lines, Inc.  
Olin Mathieson Chemical Corp.  
Owens-Corning Fiberglas Corp.  
Parke, Davis & Co.  
J. C. Penney Co.  
Phelps Dodge Corp.  
Price Waterhouse & Co.  
Procter & Gamble Co.  
Rand McNally & Co.  
Sears, Roebuck & Co.  
Smith Kline & French Laboratories  
Sperry Rand Corp.  
Sunray-DX Oil Co.  
Trans World Airlines  
First Lady (wife of President)  
First World War (see War)  
flag code  
flag, U.S.:  
Old Flag, Old Glory  
Stars and Stripes  
Star-Spangled Banner  
flags, foreign:  
Tricolor (French)  
Union Jack (British)  
United Nations  
Flats, Anacostia (see District of Columbia)  
Fleet, if part of name; the fleet:  
Atlantic  
Channel  
Grand  
High Seas  
Marine Force  
Naval Reserve  
Pacific, etc. (naval)  
6th Fleet, etc.  
U.S.  
floor (House or Senate)  
Force(s), if part of name; the force(s):  
Active Forces  
Air (see also Air Force)  
Armed Forces (synonym for overall Military Establishment)  
Army Field Forces; the Field Forces  
Fleet Marine  
Navy Battle (see Navy)  
Navy Scouting (see Navy); Reserve Force  
7th Task; the task force; *but* task force report (Hoover Commission)  
United Nations Emergency; the Emergency Force; the Force; *but* United Nations police force  
foreign cabinets:  
Foreign Office; the Office  
Minister of Foreign Affairs; the Minister  
Ministry of Foreign Affairs; the Ministry  
Premier  
Prime Minister  
Foreign Legion (French); the legion  
Foreign Service; the Service:  
officer  
Officer Corps; the corps  
Reserve officer; the Reserve officer

Foreign Service—Continued  
 Reserve Officer Corps; the Reserve Corps; the corps  
 Staff officer; the Staff officer  
 Staff Officer Corps; the Staff Corps; the corps  
 Forest, if part of name; the national forest; the forest:  
 Angeles National  
 Black  
 Coconino and Prescott National Forests  
*but* State and National forests  
 Forester (Chief of Forest Service); the Chief; *also* Chief Forester  
 form 2, A, II, etc.; *but* Form 2, when part of title: Form 1040:<sup>8</sup> Individual Income Tax Return; *but* withholding tax form  
 Fort McHenry, etc.; the fort  
 Foundation, if part of name; capitalized standing alone if referring to Federal unit:  
 Chemical; the foundation  
 Infantile Paralysis; the foundation  
 National Science; the Foundation  
 Russell Sage; the foundation  
 Founding Fathers (colonial)  
 four freedoms  
 Four Power Pact (see Pact)  
 free list; *but* Title I:<sup>8</sup> Free List  
 free trade area  
 free world  
 Frisco (for San Francisco; no apostrophe)  
 Fritalux (see alliances)  
 Fund, if part of name; capitalized standing alone if referring to international or United Nations fund:  
 Common Market  
 Development Loan Fund; the Fund (U.S. Government corporation)  
 International Monetary  
 Rockefeller Endowment; the fund  
 Special Projects (U.N.)  
*but* civil service retirement fund; mutual security fund; national service life insurance fund; revolving fund  
 Gadsden Purchase  
 Gallery of Art, National (see National)  
 Garand rifle  
 Geiger counter  
 general agreement (see Agreement)  
 General Board (of Navy) (see Board)  
 General Counsel; the Counsel (Federal)  
 General Order No. 14; General Orders, No. 14; a general order  
 gentile  
 Geographer, the (State Department)  
 geographic terms, such as those listed below,<sup>9 10</sup> capitalized if part of name;

geographic names—continued  
 lowercased in general sense (rivers of Virginia and Maryland):  
 Archipelago  
 Area  
 Arroyo  
 Atoll  
 Bank  
 Bar  
 Basin, Upper  
 (Lower) Colorado River, etc. (legal entity); *but*  
 Hansen flood-control basin;  
 Missouri  
 River Basin;  
 upper Colorado River  
 storage project  
 Bay  
 Bayou  
 Beach  
 Bench  
 Bend  
 Bight  
 Bluff  
 Bog  
 Borough (boro)  
 Bottom  
 Branch (stream)  
 Brook  
 Butte  
 Canal; the canal (Panama)  
 Canyon  
 Cape  
 Cascade  
 Cave  
 Cavern  
 Channel; *but*  
 Mississippi  
 River channel(s)  
 Cirque  
 Coulee  
 Cove  
 Crag  
 Crater  
 Creek  
 Crossroads  
 Current (ocean feature)  
 Cut  
 Cutoff  
 Dam  
 Delta  
 Desert  
 Divide  
 Dome (not in geologic sense)  
 Draw (stream)  
 Dune  
 Escarpment  
 Falls  
 Fault  
 Flat(s)  
 Floodway  
 Ford  
 Forest  
 Fork (stream)  
 Gap  
 Geyser  
 Glacier  
 Glen  
 Gorge  
 Gulch  
 Gulf  
 Gut  
 Harbor  
 Head  
 Hill  
 Hogback  
 Hollow  
 Hook  
 Hot Spring  
 Icefield  
 Ice Shelf  
 Inlet  
 Island  
 Isle  
 Islet  
 Keys (Florida only)  
 Knob  
 Lagoon  
 Lake  
 Landing  
 Ledge  
 Lowland  
 Marsh  
 Massif  
 Mesa  
 Monument  
 Moraine  
 Mound  
 Mount  
 Mountain  
 Narrows  
 Neck  
 Needle  
 Notch  
 Oasis  
 Ocean  
 Oxbow  
 Palisades  
 Park  
 Pass  
 Passage  
 Peak  
 Peninsula  
 Plain  
 Plateau  
 Point  
 Pond  
 Pool  
 Port (water body)  
 Prairie  
 Range (mountain)

<sup>8</sup> See footnote 1, p. 34.<sup>9</sup> List compiled with the cooperation of the U.S. Board on Geographic Names.<sup>10</sup> See also footnote on p. 62.

## geographic terms—continued

Rapids	Spit
Ravine	Spring
Reef	Spur
Reservoir	Strait
Ridge	Stream
River	Summit
Roads (anchor- age)	Swamp
Rock	Terrace
Run (stream)	Thoroughfare
Sea	Trench
Seaway	Trough
Shoal	Valley
Sink	Volcano
Slough	Wash
Sound	Waterway
	Woods

## Geological Survey (see Survey)

German measles

GI bill of rights

Girl Scouts (organization); a Girl Scout;  
a Scout; Scouting

G-man

Gold Star Mothers (see American)

Golden Age (see Ages)

Golden Rule

Gospel, if referring to the first four  
books of the New Testament; *but*  
gospel truth

Government:

British, Soviet, etc.; the Government  
Canal Zone; the government  
department, officials, -owned, publi-  
cations, etc. (U.S. Government)

National and State Governments

Printing Office (see Office)

U.S.; National; Federal; Central;  
General

government:

Churchill

Communist

European governments

Federal, State, and municipal govern-  
ments

insular; island

military

seat of

State

State and Provincial governments

Territorial

governmental

Governor:

of Puerto Rico; the Governor

of the Federal Reserve Board; the  
Governor

of the Panama Canal; the Governor

of Wisconsin, etc.; the Governor

*but* State Governor(s); Governors'  
conference; a GovernorGovernor General of Canada; the Gov-  
ernor General

grade, market (see market grades)

Grand Army of the Republic; the  
Grand Army; the ArmyGrand Army Post No. 63; Post No.  
63; Grand Army post; the post

grand jury (see Federal)

Grange, the (National)

graph 2, A, II, etc.; *but* Graph 2, when  
part of title: Graph 2.—Production  
Levels

Great:

Basin

Beyond

Divide

Father (see fanciful appellations)

Lakes; the lakes; lake(s) traffic

Plains; *but* southern Great Plains

Rebellion (see Rebellion)

War (see War)

White Way (New York City)

great circle (navigation)

Greater Los Angeles, Greater New  
York

gross national product (GNP)

Group:

Military Advisory Group; the group

Standing (see Organization)

group 2, II, A, etc.; *but* Group 2, when  
part of title: Group II: "List of Coun-  
tries by States

guaranteed annual wage (GAW)

Guard, National (see National)

guardsman (see Coast Guard; National  
Guard)

Gulf:

Coast States; *but* gulf coast

of Mexico; the gulf

States

Stream; the stream

Hall (U.S. Senate or House)

Halls of Congress

H-bomb; H-hour

Headquarters:

Alaska Command; the command  
headquarters4th Regiment Headquarters; regi-  
mental headquarters32d Division Headquarters; the divi-  
sion headquarters

Heaven (Deity); heaven (place)

Hells (no apostrophe) Canyon

Hemisphere, Eastern; Western; etc.;  
the hemisphere

High Church

High Commissioner

High Court (see Supreme Court)

High School, if part of name: Western;  
the high schoolHighway Bridge (Washington, D.C.);  
the bridgeHighway No. 40; Route 40; State  
Route 9; the highway

Hill (the Capitol)

His Excellency the Duke of Athol, etc.;

His Excellency; Their Excellencies

His Majesty; Her Majesty; Their  
Majesties<sup>11</sup> See footnote 1, p. 34.



## historic events and epochs:

Reformation, the  
 Renaissance, the  
 Restoration, the (English)  
 Revolution of July (French)  
 Revolution, the (American, 1775;  
 French, 1789; English, 1688)

## holidays and special days:

Admission Day  
 All Fools'  
 Arbor Day  
 Armed Forces Day  
 Christmas Day, Eve  
 Columbus Day  
 D-day; D-plus-4-day  
 Father's Day  
 Flag Day  
 Founders' Day  
 Fourth of July  
 Halloween  
 Inauguration Day  
 Independence Day  
 Labor Day  
 Lincoln's Birthday  
 Lord's day  
 M-day  
 Memorial Day (also Decoration Day)  
 Mother's Day  
 New Year's Day, Eve  
 S-D Day (Safe-Driving Day)  
 Thanksgiving Day  
 V-E Day; V-J Day  
 Veterans (no apostrophe) Day  
 Washington's Birthday  
*but* election day; primary day  
 Holy Scriptures; Holy Writ (Bible)  
 Home (see Naval; Soldiers')  
 Hospital, if part of name; the hospital:  
 District of Columbia General  
 5th Regiment  
 Freedmen's  
 St. Elizabeths (no apostrophe)  
*but* naval (marine or Army) hospital  
 hospital corpsman (see corpsman)  
 House, if part of name:  
 Johnson house (private residence)  
 Lee (hotel); the house  
 of Representatives; the House (U.S.)  
 of the Woods (palace); the house  
 Office Building (see Building)  
 Ohio (State); the house  
*but* both Houses; lower (or upper)  
 House (Congress)  
 House of Representatives (U.S.), titles  
 of officers standing alone capital-  
 ized:  
 Chairman (Committee of the Whole)  
 Chaplain  
 Clerk; *but* legislative clerk, etc.  
 Doorkeeper  
 folding room  
 Official Reporter(s) of Debates  
 Parliamentary  
 Postmaster  
 Sergeant at Arms  
 Speaker pro tempore  
 Speaker; speakership

HUD (Department of Housing and  
 Urban Development)  
 Hudson's Bay Co.  
 Hurricane Carol, etc.

ice age (see Ages)

independence; in the year of our inde-  
 pendence the one hundred and sev-  
 enty-sixth

## Indians:

Absentee Shawnee  
 Eastern (or Lower) Band of Chero-  
 kee; the band  
 Five Civilized Tribes; the tribes  
 Shawnee Tribe; the tribe  
 Six Nations (Iroquois Confederacy)  
 Inquisition, Spanish; the Inquisition  
 Institute, if part of name; capitalized  
 standing alone if referring to Fed-  
 eral or international organization:  
 National Cancer; the Cancer Insti-  
 tute; the Institute  
 National Institutes of Health; the  
 Institutes  
 of International Law; the Institute  
 Woman's Institute; the institute  
 Institution, if part of name; capitalized  
 standing alone if referring to  
 Federal unit:  
 Carnegie Institution; the institution  
 Smithsonian Institution; the Insti-  
 tution

insular government; island government  
 intercoastal waterway (see waterway)

interdepartmental

International Court of Justice (see  
 Court)

International Geophysical Year (see  
 Year)

International Hydrological Decade; the  
 Decade (UNESCO)

International Postal Convention (see  
 Convention)

international:

banks (see Bank)

date line

law

Morse code (see Code)

interprovincial

interstate

Intracoastal Waterway; the waterway  
 (see also waterway)

intrastate

Irish potato

Iron Cross (see decorations)

Iron Curtain; the curtain

irrigation district (see District)

Isthmian Canal (see Canal)

Isthmus of Panama; the isthmus

Ivory Coast

Japan Current (see Current)

Jersey cattle

Jim Crow law, car, etc.

Job Corps

Joint Chiefs of Staff; Chiefs of Staff

Joint Committee on Atomic Energy  
 (see Committee)

- Journal clerk; the clerk  
Journal (House or Senate)  
Judge Advocate General, the  
judiciary, the
- King of England, etc.; the King  
Koran, the; Koranic  
K-ration  
Ku Klux Klan; the Klan
- Laboratory, if part of name: Forest  
Products; the Laboratory; *but* the  
laboratory (non-Federal)  
Lake: Erie, of the Woods, Salt; the lake  
Lakes, Great (see Great Lakes)  
Lane, if part of name: Maiden; the  
lane  
Latin American States (see States)  
Latter-day Saints  
law of nations  
law, Walsh-Healey, etc.; law 176; law  
No. 176; copyright law; Ohm's, etc.  
Legal Adviser of the Department of  
State; the Legal Adviser  
Legation, Finnish, etc.; the Legation  
Legion:  
American; the Legion; a Legionnaire  
French Foreign; the legion  
Legislative Assembly, if part of name:  
of New York; the legislative assem-  
bly; the assembly  
of Puerto Rico; the legislative assem-  
bly; the assembly  
legislative branch, clerk, session, etc.  
Legislature:  
National Legislature (U.S. Congress);  
the Legislature  
Ohio Legislature; Legislature of Ohio;  
the legislature  
lend-lease materials, etc. (see also Act)  
Letters Patent No. 378,964; *but* patent  
No. 378,964; letters patent  
Levant, the (Mediterranean region)  
Liberty Bell; Liberty ship  
Librarian of Congress; the Librarian  
Library:  
Army; the library  
Franklin D. Roosevelt; the library  
of Congress; the Library  
Public (District of Columbia); the  
library  
Lieutenant Governor of Idaho, etc.; the  
Lieutenant Governor  
Light, if part of name; the light:  
Boston  
Buffalo South Pier Light 2; *but* light  
No. 2; light 2  
*but* Massachusetts Bay lights  
Lighthouse (see Light Station)  
Lightship, if part of name; the light-  
ship:  
Grays Reef Lightship  
North Manitow Shoal Lightship  
Light Station, if part of name; the light  
station; the station:  
Minots Ledge Light Station  
Watch Hill Light Station
- Line(s), if part of name; the line(s):  
Burlington Lines (railroad)  
Greyhound Line (bus)  
Holland-America Line (steamship)  
line:  
DEW  
maginot  
Mason-Dixon line *or* Mason and  
Dixon's line  
Pinetree  
State  
Little Inch; Big Inch (pipelines)  
Little Steel formula, etc.  
Local: Teamsters Local Union No. 15;  
*but* local No. 15  
local time, local standard time (see time)  
Loop, the (see cities)  
Louisiana Purchase  
Low Church  
Lower, if part of name:  
California (Mexico)  
Colorado River Basin  
Egypt  
Peninsula (of Michigan)  
*but* lower (or upper) House of Con-  
gress; lower Mississippi
- Mafia  
Magna Carta  
Majesty, His, Her (see His Majesty)  
Majority Leader McCormack; *but* the  
majority leader (U.S. Congress)  
Mall (see District of Columbia)  
Manager, General Manager (AEC),  
if referring to head of Federal or  
District of Columbia unit  
Mansion, Executive (see Executive)  
map 3, A, II, etc.; *but* Map 2, when  
part of title: Map 2.—Railroads of  
Middle Atlantic States  
Marine Corps; the corps:  
man  
Marines (the corps); *but* marines  
(individuals)  
Organized Reserve; the Reserve  
*also* a marine, a woman marine, the  
women marines (individuals)  
Maritime Provinces (Canada) (see  
Province)  
market grades and classes:  
U.S. grade A  
Western, Mixed, Malting Two-rowed  
(barley)  
Red Kidney, U.S. No. 2 Pea (beans)  
Prime, Choice, Good (cattle)  
Yellow, White, Mixed, Dent (corn)  
Middling, Strict Good Ordinary,  
Strict Low Middling, Good Ordina-  
ry, etc. (cotton)  
Timothy Light Clover Mixed, Up-  
land Prairie (hay)  
White, Red, Mixed (oats)  
Yellow, Black, Mixed (soybeans)  
Flue-cured, Fire-cured, Cigar-wrap-  
per (tobacco)  
Hard Red Spring, Red Durum,  
Durum, Hard Red Winter, White,  
Mixed, etc. (wheat)  
Grade 60's, or one-half blood (wool)

Marshal (see Supreme Court)  
 Marshall plan (see plan)  
 Mason-Dixon line (see line)  
 M-day  
 medals (see decorations)  
 Medicare Act; medicare plan  
 Member, if referring to Senator, Representative, Delegate, or Resident Commissioner of U.S. Congress; *also* Member at Large; Member of Parliament, etc.; *but* membership  
 Memorial Bridge, Arlington (see Bridge)  
 Memorial Parkway, George Washington (see Parkway)  
 Merchant Marine Reserve; the Reserve; *but* U.S. merchant marine; the merchant marine  
 Metropolitan Washington, etc.; *but* Washington metropolitan area  
 midcontinent region  
 Middle Ages (see Ages)  
 Middle Atlantic States  
 Middle East; Mideast; Mideastern; Middle Eastern (Asia)  
 middle Europe  
 Middle West, Midwest (section of United States)  
 Middle Western States; Midwestern States; *but* midwestern farmers, etc.  
 Midsouth (section of United States)  
 Military Academy (see Academy)  
 Military Establishment (see Establishment)  
 Militia, if part of name; the militia:  
   1st Regiment Ohio  
   Indiana  
   Naval  
   of Ohio  
   Organized  
 milkshed, Ohio, etc. (region)  
 Minister Plenipotentiary; the Minister;  
   Minister Without Portfolio (see also foreign cabinets)  
 Ministry (see foreign cabinets)  
 Minority Leader Martin; *but* the minority leader (U.S. Congress)  
 Mint, Philadelphia, etc.; the mint  
 minutemen (colonial)  
 Mission, if part of name; the mission:  
   Gospel Mission  
   Mission 66  
   *but* diplomatic mission; military mission; Jones mission  
 Monroe Doctrine (see Doctrine)  
 Monument:  
   Bunker Hill; the monument  
   Grounds; the grounds (District of Columbia)  
   National (see National)  
   Washington; the monument (District of Columbia)  
 moon, lowercased unless used with names of other planets  
 Mountain States  
 mountain time, mountain standard time (see time)  
 Mr. Chairman; Mr. Secretary; etc.

Museum, capitalize with name; the museum:  
   Army Medical; the Medical Museum  
   Field  
   National  
   National Air; the Air Museum  
 mutual defense assistance program  
 Nation (synonym for United States); *but* a nation; nationwide; *also* French nation, Balkan nations  
 Nation, Creek; Osage; etc.; the nation  
 nation, in general, standing alone  
 National, in conjunction with capitalized name:  
   Academy of Sciences (see Academy) and State institutions, etc.  
   Archives, the (see The)  
   Capital (Washington); the Capital  
   Forest (see Forest)  
   Gallery of Art; the National Gallery; the gallery  
   Grange; the Grange  
   Guard, Ohio, etc.; Air National; the National Guard; the Guard; a guardsman; *but* a National Guard man; National Guardsman  
   Institute (see Institute)  
   Legislature (see Legislature)  
   Monument, Muir, etc.; the national monument; the monument  
   Museum (see Museum)  
   Naval Medical Center (Bethesda, Md.)  
   Park, Yellowstone, etc.; Yellowstone Park; the national park; the park  
   Treasury; the Treasury  
   War College  
   Woman's Party; the party  
   Zoological Park (see Zoological)  
 national:  
   agency check (NAC)  
   anthem, customs, spirit, etc.  
   British, Mexican, etc.  
   defense agencies  
   stockpile  
   water policy (see policy)  
 Naval, if part of name:  
   Academy (see Academy)  
   Base, Guam Naval; the naval base  
   District, 1st Naval (see District)  
   Establishment (see Establishment)  
   Home (Philadelphia); the home  
   Militia; the militia  
   Observatory (see Observatory)  
   Potomac River Naval Command (see Command)  
   Reserve; the Reserve; a reservist  
   Reserve Force; the force  
   Reserve officer; a Reserve officer  
   Shipyard (if preceding or following name): Brooklyn Naval Shipyard; Naval Shipyard, Brooklyn; *but* the naval shipyard  
   Station (if preceding or following name): Key West Naval Station; Naval Station, Key West; the station

- Naval—Continued  
 Volunteer Naval Reserve  
 War College; the War College; the college  
 Weapons Plant; the weapons plant; the plant  
**naval**, in general sense:  
 command (see Command)  
 district (see District)  
 expenditures, maneuvers, officer, service, stores, etc.  
 petroleum reserves; *but* Naval Petroleum Reserve No. 2 (Buena Vista Hills Naval Reserve); reserve No. 2  
 navy orange  
 Navy, American or foreign, if part of name; capitalized standing alone only if referring to U.S. Navy:  
 Admiral of the; the admiral  
 Battle Force; the Battle Force; the force  
 Establishment; the establishment  
 Hospital Corps; hospital corpsman; the corps  
 navy yard  
 Regular  
 regulation 56  
 Scouting Force; the scouting force; the force  
 Seabees (construction battalion); a Seabee  
 7th Task Force (see Force)  
 Nazi; nazism  
 Near East (Balkans, etc.)  
 Negro; Negress  
 Network, Red, Blue; the network  
 New Deal; anti-New Deal  
 New, if part of name: New Willard  
 New England States  
 New World  
 Niagara Frontier; the frontier  
 Nike-Ajax, etc.  
 Nine Power Treaty; the treaty  
 North:  
 Atlantic  
 Atlantic Pact (see Pact)  
 Atlantic States  
 Atlantic Treaty (see Treaty)  
 Atlantic Treaty Organization (see Organization)  
 Equatorial Current (see Current)  
 Korea  
 Pole  
 Star (Polaris)  
 the North (section of United States)  
 Vietnam  
 north:  
 Africa  
 Ohio  
 north-central region, etc.  
 northern Ohio  
 Northern States  
 northerner  
 Northwest Pacific  
 Northwest Territory (1799)  
 Northwest, the (section of United States)  
 Northwest Washington (see cities)  
 Northwestern:  
 States  
 United States  
 numbers capitalized if spelled out as part of a name:  
 Charles the First  
 Committee of One Hundred  
 Fourteenth Census (see Census)  
 Observatory, capitalized with name:  
 Astrophysical; the Observatory  
 Lick; the observatory  
 Naval; the Observatory  
 Occident, the; occidental  
 Ocean, if part of name; the ocean:  
 Antarctic  
 Arctic  
 Atlantic  
 North Atlantic, etc.  
 Pacific  
 South Pacific, etc.  
 Southwest Pacific, etc.  
 Oceanographer (the Hydrographer), Navy  
 Office, if referring to unit of Federal or District of Columbia Government; the Office:  
 Chicago Operations Office, etc. (AEC); the Operations Office  
 Executive  
 Foreign (see foreign cabinets)  
 General Accounting Office; the Accounting Office  
 Government Printing; the Printing Office  
 Naval Oceanographic  
 New York regional office (including branch, division, or section therein); the regional office; the office of Alien Property  
 of Chief of Naval Operations  
 of Education  
 of Experiment Stations  
 of the Secretary (Defense); Secretary's Office  
 Patent  
 officer:  
 Army  
 Marine; *but* naval and marine officers  
 Navy; Navy and Marine officers  
 Regular Army; Regular; a Regular Reserve  
 WAC, WAVE  
 Old Dominion (Virginia)  
 Old South  
 Old World  
 Olympic games; Olympiad; VII Olympic games  
 Operation Deep Freeze, Snowdrop, etc.; *but* Deep Freeze operation  
 Order of Business No. 56 (congressional calendar)  
 Ordnance:  
 Corps (see Corps)  
 Department; the Department  
 Depot (see Depot)

- Organization, if part of name; capitalized standing alone if referring to international unit:  
 Educational, Scientific, and Cultural (UNESCO)  
 International Labor  
 North Atlantic Treaty (NATO):  
   Chiefs of Staff  
   Committee of Defense Ministers  
   Council  
   Council of Foreign Ministers  
   Defense Committee  
   Military Committee  
   Military Production and Supply Board  
   mutual defense assistance program  
   Pact (see Pact)  
   Regional Planning Group; the Group  
   Standing Group; the Group  
 of American States (formerly Pan American Union)
- Organized:  
 Marine Corps Reserve; Marine Reserve; the Reserve  
 Militia; the militia  
 Naval Militia; the Naval Militia; the militia  
 Reserve Corps; the Reserve
- Orient, the; oriental
- Outer Continental Shelf (see Continental)
- Pacific (see also Atlantic):  
 coast  
 Coast (or Slope) States  
 Northwest  
 Northwest Pacific  
 seaboard  
 slope  
 South Pacific  
 States  
 time, Pacific standard time (see time)  
*but* cispacific; transpacific
- Pact, capitalized with name; lowercased standing alone:  
 Atlantic; Atlantic Defense  
 Baghdad  
 Four Power  
 Kellogg  
 North Atlantic; North Atlantic Defense
- pan-American  
 Pan American Union (see Organization of American States)
- Panel, Atomic Energy Labor-Management Relations (Federal), etc; the Panel
- Panhandle of Texas; Texas Panhandle; the panhandle; etc.
- papers, Woodrow Wilson, etc.; the papers; *but* white paper
- Parish, Caddo, etc.; *but* parish of Caddo (Louisiana civil division); the parish
- Park, Fairmount, etc.; the park (see also National)
- Park Police, U.S. (District of Columbia); park policeman
- Park, Zoological (see Zoological)
- Parkway, George Washington Memorial; the memorial parkway; the parkway
- Parliament, Houses of; the Parliament
- Parliamentarian (U.S. Senate or House) part 2, A, II, etc.; *but* Part 2, when part of title: Part 2:<sup>12</sup> Iron and Steel Industry
- party, political (see political parties)
- Pass, Brenner, capitalized if part of name; the pass
- patent (see Letters Patent)
- Peninsula, Upper (Lower) (Michigan); the peninsula
- Penitentiary, Albany, etc.; the penitentiary
- Permanent Court of Arbitration (see Court)
- Philippine Republic (see Republic)
- Pilgrim Fathers (1620); the Pilgrims; a Pilgrim
- Place, if part of name: Jefferson Place; the place
- Plains (Great Plains), the  
 plan:  
   Colombo  
   controlled materials  
   5-year  
   Marshall (European recovery program)  
   Reorganization Plan No. 6 (Hoover Commission); plan No. 1
- Planetarium, Fels, Hayden; the planetarium
- Plant, Rockford Arsenal; the plant; *but* Savannah River (AEC) plant; United States Steel plant
- plate 2, A, II, etc.; *but* Plate 2, when part of title: Plate 2.—Rural Structures
- Plaza, Union Station (Washington, D.C.); the plaza
- Pledge of Allegiance
- point 4; point 4 program
- Pole: North, South; the pole; subpolar
- Pole Star (Polaris); polar star
- Police, if part of name; the police:  
 Capitol  
 Metropolitan (District of Columbia) Park, U.S. (District of Columbia)  
 White House
- policy, national water
- political parties and adherents (Party, if part of name; the party):  
 Communist; a Communist; a Commie  
 Conservative; a Conservative  
 Democratic; a Democrat  
 Free Soil; a Free Soiler  
 Independent; an Independent  
 National Woman's; Woman's Party  
 Progressive; a Progressive  
 Republican; Grand Old Party; *but* grand old Republican Party; a Republican  
 Socialist; a Socialist

<sup>12</sup> See footnote 1, p. 34.

- political parties and adherents—con.  
States' Rights; States' Righter; a  
Dixiecrat; *but* States rights (in  
general sense)
- Pool, Northwest Power, etc.; the pool  
Pope; *but* papal, patriarch, pontiff,  
primate
- Port, if part of name; the port:  
of New York Authority (see Au-  
thority)  
*but* Baltimore port; port of Baltimore  
Post Office (Department implied)  
Post Office, Chicago, etc.  
Post Office Box (not abbreviated),  
capitalized as part of address;  
otherwise lowercased  
Postal Union (see Union)  
Postmaster General
- Powers, if part of name; the powers  
(see also alliances)  
Allied (World Wars I and II)  
Axis (World War)  
Big Four  
Western Powers  
*but* European powers
- precinct; first, 11th precinct (see rule  
11.9)
- Premier (see foreign cabinets)
- Preserve, Wichita National Forest  
Game, etc.; Wichita Game Preserve;  
Wichita preserve
- Presidency (office of head of government)
- President:  
of the United States; the Executive;  
the Chief Magistrate; the Com-  
mander in Chief; the President-  
elect; ex-President; former Presi-  
dent; also preceding name  
of any other country; the President  
of Federal or international unit  
*but* president of the Erie Railroad;  
president of the Federal Reserve  
Bank of New York
- Presidential assistant, authority, order,  
proclamation; *but* presidential candi-  
date, election, timber, year
- Prime Minister (see foreign cabinets)
- Prison, Auburn, etc.; the prison
- Priy Council, His Majesty's (see  
Council)
- Prize, Nobel, Pulitzer, etc.; the prize
- Proclamation, Emancipation; Presi-  
dential Proclamation No. 24; Procla-  
mation No. 24; the proclamation;  
*but* Presidential proclamation
- program:  
European recovery  
food-for-peace  
mutual assistance  
mutual defense assistance  
point 4  
universal military training
- project:  
Central Valley  
Manhattan  
McNary Dam
- project—continued  
Rochester atomic energy  
University of California atomic energy  
Project Farside, Sidewinder, Van-  
guard, etc.; *but* Vanguard project  
Project Headstart  
Province, Provincial, if referring to an  
administrative subdivision: Ontario  
Province; Province of Ontario; Mari-  
time Provinces (Canada); the Prov-  
ince  
Proving Ground, Aberdeen, etc.; the  
proving ground  
Public Act 26; Public Law 9; Public 37;  
Public Resolution 3; *also* public  
enemy No. 1  
Public Printer; the Government Printer;  
the Printer  
public utility district (see District)  
Pueblo, Santa Clara; the pueblo  
Puerto Rico:  
government  
Governor of; the Governor  
Legislative Assembly of; the legisla-  
tive assembly  
Provisional Regiment; *but* Puerto  
Rico regiment  
Resident Commissioner  
Purchase, Gadsden, Louisiana, etc.  
Puritan; puritanical
- Quad Cities (Davenport, Rock Island,  
Moline, and East Moline)
- Radio Free Europe  
Railroad, Alaska; the Railroad  
Ranch, King, etc.; the ranch  
Range, Cascade, etc. (mountains); the  
range  
Rebellion, if part of name; the rebellion:  
Boxer  
Great (Civil War)  
War of the  
Whisky  
Reconstruction period (post-Civil War)  
Red army  
Red Cross, American (see American)  
Reds, the; a Red (political)  
Reformatory, the  
Reformatory, Elmira, etc.; the reform-  
atory  
Refuge, Blackwater Migratory Bird,  
etc.; Blackwater Bird Refuge; Black-  
water refuge  
region, north-central, etc.; first region,  
10th region (see rule 11.9); mid-  
continent  
Register of the Treasury; the Register  
Regular Army, Navy; a Regular (see  
also officer)
- regulation:  
ceiling price regulation 8  
56 (Navy)  
supplementary regulation 22  
Veterans Regulation 8; *but* veterans  
regulations  
W (see also Federal Reserve Board)  
Reign of Terror (France, 1792)

## religious terms:

Bahai  
 Baptist  
 Brahman  
 Buddhist  
 Catholic; Catholicism; *but catholic*  
 (universal)  
 Christian  
 Christian Science  
 Evangelical United Brethren  
 Hebrew  
 Latter-day Saints  
 Mohammedan  
 New Thought  
 Protestant; Protestantism  
 Seventh-day Adventists  
 Seventh-Day Baptists  
 Zoroastrian

Renaissance, the (era)  
 reorganization plan (see plan)  
 Report, if part of name (with date or  
 number); the annual report; the  
 report:  
 Annual Report of the Secretary of  
 Defense for the year ended June  
 30, 1950  
 Hoover Commission Report on Paper-  
 work; *but Hoover Commission*  
 report; Hoover report; task force  
 report  
 1950 Report of the Chief of the For-  
 est Service  
 President's Economic Report; the  
 Economic Report  
 Report No. 31  
 Railroad Retirement Board Annual  
 Report, 1950; *but annual report of*  
 the Railroad Retirement Board  
 17th Annual Report of the Public  
 Printer; *but 17th annual report*  
 U.S. Reports (publication)  
 Reporter, the (U.S. Supreme Court)  
 Representative; Representative at  
 Large (U.S. Congress); U.N.  
 Republic, capitalized if part of name;  
 capitalized standing alone if refer-  
 ring to a specific government:  
 French  
 Irish  
 of Panama  
 of the Philippines; Philippine Re-  
 public  
 United Arab  
 United States  
*also the American Republics; the*  
*Latin American Republics; South*  
*American Republics; the Republics*  
 Reservation (forest, military, or In-  
 dian), if part of name; the reser-  
 vation:  
 Great Sioux  
 Hill Military

Reserve, if part of name; the Reserve  
 (see also Air Force; Army Corps;  
 Foreign Service; Marine Corps;  
 Merchant Marine; Naval):  
 Active  
 Air Force

## Reserve—Continued

Army  
 bank (see Bank)  
 Board, Federal (see Federal)  
 city (see Bank)  
 Civil Air Patrol  
 components  
 Enlisted  
 Establishment  
 Inactive  
 Naval  
 officer  
 Officers' Training Corps  
 Ready  
 Retired  
 Standby  
 Volunteer Naval  
 Women's (see Women's Reserve)

Reserves, the; reservist  
 Resident Commissioner (see Member;  
 Puerto Rico)  
 Resolution, with number; the resolution:  
 House Joint Resolution 3  
 Public Resolution 6  
 Resolution 42  
 Senate Concurrent Resolution 18  
*but Kefauver resolution*  
 Revised Statutes (U.S.); Supplement  
 to the Revised Statutes; the statutes  
 Revolution, Revolutionary (if referring  
 to the American, French, or English  
 Revolution) (see also War)  
 Road, if part of name: Benning; the  
 road  
 Roman numerals, common nouns used  
 with, not capitalized:  
 book II; chapter II; part II; etc.  
*but Book II;*<sup>13</sup> *Modern Types (com-*  
*plete heading); Part XI;*<sup>13</sup> *Early*  
*Thought (complete heading)*  
 route No. 12466; mail route 1742; rail-  
 way mail route 1144; *but Route 40,*  
*State Route 9 (highways)*  
 Royal Decree No. 24; Decree 24; the  
 royal decree  
 rule 21; rule XXI; *but Rule 21, when*  
*part of title: Rule 21;*<sup>13</sup> *Renewal of*  
*Motion*  
 Ruler of the Universe (Deity)  
 Rules:  
 of the House of Representatives; *but*  
*rules of the House*  
 Standing Rules of the Senate (pub-  
 lication); *but rules of the Senate*  
*also Commission rules*

Sabbath; Sabbath Day  
 sanitary district (see District)  
 savings bond (see bond)  
 schedule 2, A, II, etc.; *but Schedule 2,*  
*when part of title: Schedule 2;*<sup>13</sup>  
 Open and Prepay Stations  
 School, if part of name; the school:  
 any school of the U.S. Army or Navy  
 Hayes  
 Pawnee Indian

<sup>13</sup> See footnote 1, p. 34.

school district (see District)  
 Scriptures; Holy Scriptures (the Bible)  
 Seabees (see Navy)  
 seaboard, Atlantic, eastern, etc.  
 seaway (see geographic terms; Authority; Corporation)  
 Second World War (see War)  
 Secretariat (see United Nations)  
 Secretaries of the Army and the Navy;  
*but* Secretaries of the military departments; secretaryship  
 Secretary, head of national governmental unit:  
 of Defense; of State; etc.; the Secretary  
 of State for Foreign Affairs (British);  
 for the Colonies; etc.; the Secretary  
 of the Smithsonian Institution; the  
 Secretary  
*also* the Assistant Secretary; the  
 Executive Secretary  
*but* secretary of the Interstate Commerce  
 Commission; secretary of  
 state of Iowa  
 Secretary General; the Secretary General:  
 Organization of American States  
 (formerly Pan American Union)  
 South Pacific Commission  
 United Nations  
 section 2, A, II, etc.; *but* Section 2, when  
 part of title: Section 2:<sup>14</sup> Test Construction  
 Theory  
 Selective Service (see Service; System)  
 Senate (U.S.), titles of officers standing  
 alone capitalized:  
 Chaplain  
 Chief Clerk  
 Doorkeeper  
 Official Reporter(s)  
 Parliamentarian  
 Postmaster  
 President of the  
 President pro tempore  
 Presiding Officer  
 Secretary  
 Sergeant at Arms  
 Senate, Ohio (State); the senate  
 Senator (U.S. Congress); *but* lower-  
 cased if referring to a State senator,  
 unless preceding a name  
 senatorial  
 Sergeant at Arms (U.S. Senate or  
 House)  
 Sermon on the Mount  
 Service, if referring to Federal or  
 District of Columbia unit; the  
 Service:  
 Customs Agency  
 Employment  
 Extension  
 Fish and Wildlife  
 Foreign (see Foreign Service)  
 Forest  
 Immigration and Naturalization  
 Internal Revenue  
 Mediation and Conciliation

Service—Continued  
 National Park  
 Officer Procurement  
 Postal Transportation  
 Secret (Treasury)  
 Selective (see also System); *but*  
 selective service, in general sense;  
 selective service classification I-A,  
 4-F, etc.  
 Soil Conservation  
 service:  
 airmail  
 Army  
 city delivery  
 consular  
 customs (see Bureau)  
 diplomatic  
 employment (State)  
 extension (State)  
 general delivery  
 naval  
 Navy  
 parcel post  
 postal  
 postal field  
 railway mail (see Division)  
 rural free delivery; rural delivery;  
 free delivery  
 special delivery  
 star route  
 Shelf, Continental (see Continental)  
 ship of state (unless personified)  
 Sister(s) (adherent of religious order)  
 Six Nations (see Indians)  
 Smithsonian Institution (see Institu-  
 tion)  
 Social Security district officer  
 Social Security representative  
 Social Security (Administration im-  
 plied in these examples)  
 But in general sense:  
 social security application  
 social security medical report  
 Socialist; socialism; socialistic (see also  
 political parties)  
 Society, if part of name; the society:  
 American Cancer Society, Inc.  
 Boston Medical  
 of the Cincinnati  
 soil bank  
 soil names:  
 Alpine Meadow Podzol  
 Bog Prairie  
 Brown Ramann's Brown  
 Chernozem Red  
 (Black) Rendzina  
 Chestnut Sierozem (Gray)  
 Desert Solonchak  
 Gray-Brown Solonetz  
 Podzolic Soloth  
 Half Bog Terra Rossa  
 Laterite Tundra  
 Pedalfer Wiesenboden  
 Pedocal Yellow  
 Soldiers' Home, if part of name;  
 Ohio Soldiers' Home; the soldiers'  
 home; etc.

<sup>14</sup> See footnote 1, p. 34.



- Soldiers' Home, the (District of Columbia only); the home
- Solicitor for the Department of Commerce, etc.; the Solicitor
- Solicitor General (Department of Justice)
- Son of Man (Christ)
- Sons of the American Revolution (organization); a Son; a Real Son
- South:
- American Republics (see Republic)
  - American States
  - Atlantic
  - Atlantic States
  - Deep South (U.S.)
  - Korea
  - Midsouth (U.S.)
  - Pacific
  - Pole
  - the South (section of United States); Southland
  - Vietnam
- Southeast Asia
- southern California, southeastern California, etc.
- Southern States
- Southern United States
- southerner
- Soviet (see U.S.S.R.)
- Spanish-American War (see War)
- Special Order No. 12; Special Orders, No. 12; a special order
- Speedway, the (see District of Columbia)
- Spirit of '76 (painting); *but* spirit of '76 (in general sense)
- spring (season)
- sputnik; *but* Sputnik I, etc.
- Square, Lafayette, etc.; the square
- Staff, Foreign Service (see Foreign Service); Air
- Staked Plain
- standard time (see time)
- Star of Bethlehem
- Star-Spangled Banner (see flag)
- state:
- and church
  - of the Union message
  - statehood, statehouse, stateside, statewide
  - downstate, tristate, upstate
  - welfare
- State:
- government
  - legislature (see Legislature)
  - line, Iowa, Ohio-Indiana, etc.
  - New York
  - of Israel
  - of Pennsylvania
  - of Veracruz
  - out-of-State (adjective)
  - prison
  - rights; States rights
  - Vatican City
- State's attorney
- state's evidence
- States:
- Arab
  - Balkan
  - Baltic
  - Communitic
  - Eastern; *but* eastern industrial States
  - East North Central
  - East South Central
  - Eastern Gulf
  - Eastern North Central, etc.
  - Far Western
  - Gulf; Gulf Coast
  - Lake
  - Latin American
  - Middle
  - Middle Atlantic
  - Middle Western
  - Midwestern
  - Mountain
  - New England
  - North Atlantic
  - Northern
  - Northwestern, etc.
  - Organization of American
  - Pacific
  - Pacific Coast
  - rights
  - South American
  - South Atlantic
  - Southern
  - the six States of Australia; a foreign state
  - Thirteen Original; original 13 States
  - West North Central
  - West South Central
  - Western; *but* western Gulf; western farming States
- Station, if part of name; the station; not capitalized if referring to surveying or similar work:
- Grand Central
  - Key West Naval (see Naval)
  - Nebraska Experiment Station; Experiment Station, Nebraska; Nebraska station
  - Syracuse Air Force
  - television station WSYR-TV
  - Union; Union Depot; the depot
  - WRC station; station WRC; radio station WRC; broadcasting station WRC
  - substation A
- Statue of Liberty; the statue
- Statutes at Large (U.S.) (see also Revised Statutes)
- stockpile, national
- stone age (see Ages)
- Stream, Gulf (see Gulf; Geographic terms)
- Street, if part of name; the street:
- I Street (not Eye)
  - Fifteen-and-a-Half
  - 110th Street
- subcommittee (see Committee)
- Subtreasury, New York, etc.; subtreasury at New York; the subtreasury
- subtropical, subtropic(s) (see tropical)

summer  
 summit meeting  
 sun, lowercased unless used with names of other planets  
 Superintendent, if referring to head of Federal or District of Columbia unit; the Superintendent:  
 of Documents (Government Printing Office)  
 of the Naval (or Military) Academy  
 Supplement to the Revised Statutes (see Revised Statutes)  
 Supreme Bench; the Bench; *also* High Bench; High Tribunal  
 Supreme Court (U.S.); the Court; *also* High Court; titles of officers standing alone capitalized:  
 Associate Justice; Justice  
 Chief Justice  
 Clerk  
 Marshal  
 Reporter  
 Surgeon General, the (Army, Navy, and Public Health Service)  
 Survey, if part of name of Federal or District of Columbia unit; the Survey: Coast and Geodetic; Geological  
 System, if referring to Federal or District of Columbia unit; the System:  
 Alaska Communication System; the system  
 Federal Credit  
 Federal Home Loan Bank  
 Federal Reserve  
 National System of Interstate and Defense Highways; National System of Interstate Highways;  
 Interstate System of Highways;  
 Interstate Highway System; the Interstate System; the National System; the system; *but* highway system; Federal road system  
 Selective Service (see also Service)  
 New York Central System  
*but* Pennsylvania Railway system; Pennsylvania system; Bell System, the system  
*also* Federal land bank system  
 table 2, II, A, etc.; *but* Table 2, when part of title: Table 2:<sup>15</sup> Degrees of Land Deterioration  
 task force (see Force; Report)  
 Teacher Corps  
 Team, USAREUR Field Assistance, etc.; the team  
 television station (see Station)  
 Territorial, if referring to a political subdivision  
 Territory:  
 Northwest (1799); the territory  
 Trust Territory of the Pacific Islands, Pacific Islands Trust Territory; the trust territory, the territory

Territory—Continued  
 Yukon, Northwest Territories; the Territory (ies), Territorial (Canada)  
*but* territory of: American Samoa, Guam, Virgin Islands  
 The, part of name, capitalized:  
 The Adjutant General (only when so in copy)  
 The Dalles; The Hague; The Weirs;  
*but* the Dalles Dam; the Dalles region; the Hague Conference; the Weirs streets  
*but* the National Archives; the Archives; the Times; the *Mermaid*; the Federal Express  
 Thirteen American Colonies, etc. (see Colonies)  
 Thirteen Original States  
 Thruway, New York; the thruway  
 time:  
 Atlantic, Atlantic standard  
 central, central standard  
 eastern, eastern daylight, eastern standard  
 Greenwich civil, etc.  
 local, local standard  
 mountain, mountain standard  
 Pacific, Pacific standard  
 universal  
 title 2, II, A, etc.; *but* Title 2, when part of title: Title 2:<sup>15</sup> General Provisions  
 Tomb:  
 Grant's; the tomb  
 of the Unknown Soldier; Unknown Soldier's Tomb; Tomb of the Unknowns; the tomb (see also Unknown Soldier)  
 Tower, Eiffel, etc.; the tower  
 Township, Union; township of Union  
 trade names (see also list of trade names and trademarks, p. 277)  
 Airwick  
 CinemaScope  
 Coca-Cola  
 Dacron  
 Deepfreeze  
 Ditto  
 Fiberglas  
 Mimeograph  
 Monel metal  
 Photostat  
 Plexiglas  
 Pyrex glass  
 Royal typewriter  
 Shredded Wheat  
 Snow Crop  
 Technicolor  
 Terramycin  
 Univac  
 transatlantic; transpacific; trans-Siberian, etc.; *but* Transjordan  
 Treasurer, Assistant, of the United States; the Assistant Treasurer; *but* assistant treasurer at New York, etc.  
 Treasurer of the United States; the Treasurer  
 Treasury notes; Treasuries  
 Treasury, of the United States; General; National; Public; Register of the Treaty, if part of name; the treaty:  
 Jay Treaty  
 North Atlantic; North Atlantic Defense  
 of Versailles  
*but* treaty of 1919

<sup>15</sup> See footnote 1, p. 34.

Tribunal, standing alone capitalized only in minutes and official reports of a specific arbitration; *also* High Tribunal; the Tribunal (Supreme Court)

Tricolor (see flags)

Triple A (any three A group)

Trizonia; trizonal; trizone

Tropic of Cancer, of Capricorn; the Tropics

tropical; neotropic, neotropical; subtropic(s), subtropical

Trust, Power, etc.

trust territory (see Territory)

Tunnel, Lincoln, etc.; the tunnel; *but* irrigation, railroad, etc., tunnel

Turnpike, Pennsylvania, etc.; the turnpike

Twin Cities (Minneapolis and St. Paul)

U-boat

Under Secretary, if referring to officer of Federal Government; the Under Secretary:  
of Agriculture  
of State  
of the Treasury

Uniform Code of Military Justice (see Code)

Union, if part of proper name; capitalized standing alone if synonym for United States or if referring to international unit:  
European Payments; the Union  
International Typographical; the Typographical Union; the union  
Pan American (see Organization of American States)

Station; *but* union passenger station; union freight station

Teamsters Union; the Teamsters; the union; *also* the Auto Workers, etc.

Universal Postal; the Postal Union; the Union

Western (see alliances)

Woman's Christian Temperance  
*but* a painters union; printers union

Union Jack (see flags)

Union of Soviet Socialist Republics (see U.S.S.R.)

Unit, if referring to Federal or District of Columbia branch; the Unit:  
Alcohol Tax  
Income Tax  
*but* Pasco unit

United Nations:  
Charter; the charter  
Children's Fund (UNICEF); the Fund  
Conference on International Organization; the Conference  
Economic and Social Council; the Council  
Educational, Scientific, and Cultural Organization (UNESCO) (see Organization)

Food and Agriculture Organization (FAO); the Organization

United Nations—Continued  
General Assembly; the Assembly  
International Court of Justice; the Court  
International Labor Organization (see Organization)  
Little Assembly; the Assembly  
Permanent Court of Arbitration (see Court)  
Secretariat, the  
Secretary General  
Security Council; the Council  
Special United Nations Fund for Economic Development (SUNFED)  
Trusteeship Council; the Council  
World Health Organization (WHO); the Organization

universal:

military training (see program)  
time (see time)

Universal Postal Union (see Union)

University, if part of name: Stanford; the university

Unknown Soldier; Unknown of World War II; World War II Unknown; Unknown of Korea; Korea Unknown; the Unknowns (see also Tomb)

Upper, if part of name:

Colorado River Basin  
Egypt  
Peninsula (of Michigan)  
*but* upper House of Congress

U.S.S.R. (Union of Soviet Socialist Republics):

Cominform (Communist Information Bureau)

Communist International  
Communist States

Politburo  
Red army

Reds, the; a Red

Soviet, if part of name; capitalized standing alone if referring to central governmental unit:

Government; *but* Communist government

Moscow

National  
of Labor and Defense

S.S.S.R. (Siberian Soviet Socialist Republics)

*but* a soviet; sovietic; sovietism; sovietize

Valley, Shenandoah, etc.; the valley; *but* the valleys of Maryland and Virginia

Vari-Typer (trade name); *but* varityped, varityping

V-E Day; V-J Day (see holidays)

veteran, World War

Veterans' Administration (see Administration)

Veterans Day (see holidays)

vice consul, British, etc.

Vice President (same as President)

Victoria Cross (see decorations)

- Victory:  
   bond (see bond)  
   ship (pl., Victorys)  
   *but* victory garden, speaker, etc.
- Vietcong  
 Voice of America; the Voice  
 volume 2, A, II, etc.; *but* Volume 2,  
 when part of title: Volume 2:<sup>16</sup> Five  
   Rivers in America's Future  
 Volunteer Naval Reserve (see Reserve)
- WAC (see Corps)
- War, if part of name:  
   Between the States  
   Civil  
   First World War; World War I;  
   World War; Great War; Second  
   World War; World War II  
   French and Indian (1754-63)  
   Mexican  
   of the Nations  
   of the Rebellion; the rebellion  
   of the Revolution; the Revolution  
   of 1812; *but* war of 1914  
   Philippine Insurrection  
   Revolutionary  
   Seven Years'  
   Spanish  
   Spanish-American  
   the two World Wars  
   *also* post-World War II
- war:  
   cold, hot  
   European  
   French and Indian wars  
   Indian  
   Korean  
   third world; world war III  
   with Mexico  
   with Spain
- war bond (see bond)
- War College, National (see College)
- War Mothers (see American)
- ward 1, 2, etc.; first, 11th, etc. (see rule  
 11.9)
- Washington's Farewell Address
- water district (see District)
- waterway, inland, intercoastal, etc.;  
   *but* Intracoastal Waterway
- Week, Fire Prevention; etc.
- welfare state
- West:  
   Coast (Africa); *but* west coast (U.S.)  
   End, etc. (section of city)  
   Europe (political entity)  
   Far West; Far Western States  
   Florida (1763-1819)  
   Germany (political entity)  
   Middle (United States); Midwest  
   South Central States, etc.  
   the West (section of United States;  
   *also* world political entity)
- west, western Pennsylvania
- Western:  
   civilization  
   countries  
   Europe(an) (political entity)  
   Germany (political entity)  
   Hemisphere; the hemisphere  
   ideas  
   North Central States  
   Powers  
   States  
   Union (see alliances)  
   United States  
   World  
   *but* far western; western farming  
   States (U.S.)
- Wheat Belt (see Belt)
- whip, the (of political party in Con-  
 gress)
- Whisky Rebellion (see Rebellion)
- White House:  
   Blue Room  
   East Room  
   Police (see Police)  
   Red Room  
   State Dining Room
- white paper, British, etc.
- winter
- woman marine, etc. (see Marine Corps)
- Women's Army Corps (see Corps)
- Women in the Air Force (WAF); a  
   Waf, Wafs (individuals)
- Women's Reserve of the Coast Guard  
   Reserve; Women's Reserve; the  
   Reserve; SPAR, popular name,  
   made up of initial letters of motto  
   *semper paratus—always ready*; a Spar
- Women's Reserve of the Naval Re-  
   serve; Women's Reserve; the Re-  
   serve; WAVES (women accepted for  
   volunteer emergency service); a  
   Wave
- Wood, if part of name:  
   Belleau Wood  
   House of the Woods (palace)
- World, New, Old
- World War (see War)
- World War II veteran
- world's series
- X-ray
- Year, International Geophysical; the  
   Geophysical Year; the Year
- Young Men's Christian Association  
   (see Association)
- Your Excellency; Your Honor; Your  
   Majesty; etc.
- Youth Corps; the Corps

<sup>16</sup> See footnote 1, p. 34.

ZIP code number

Zone, if part of name; the zone:

Bizonia; bizonal

British (in Germany)

Canal (Panama)

Canal Zone Government

Eastern, Western (Germany)

Frigid

New York Foreign Trade; Foreign

Trade Zone No. 1; *but* the foreign  
trade zone

Zone—Continued

of Interior (see Command)

Temperate, Torrid; the zone

Trizonia; trizonal

*but* Arctic, eastern standard time,  
polar, tropical zone, etc.

Zoological Park (National); the zoo;  
the park

## NOTES

## 5. SPELLING

(See also Compound Words; Abbreviations)

**5.1.** To avoid the confusion and uncertainty of various authorities on spelling, the Government Printing Office must of necessity adopt a single guide for the spelling of words the preferred forms of which are not otherwise listed or provided for in this MANUAL. The guide is Webster's New International Dictionary, which, in successive editions, has been the accepted authority for Government printing for more than 100 years. Unless herein otherwise authorized, the Government Printing Office will continue to follow Webster's spelling. Colloquial and dialect spellings are not to be used unless required by the subject matter or specially requested.

### Preferred and difficult spellings

**5.2.** In addition to indicating the preferred forms of words with variant spellings, the list also contains other words frequently misspelled or causing uncertainty. (See also Word Division, a supplement to the STYLE MANUAL; for brief description, see p. 2.)

abattoir	aline	attester	boulder
aberration	allottee	autogiro	bourgeoisie
abetter	all ready (prepared)	awhile (for some time)	breach (gap)
abettor (law)	already (previ- ous)	a while (a short time)	breech (lower part)
abridgment	all right	ax	brier
absorb (take in)	altogether	aye	briquet, -ted, -ting
adsorb (adhesion)	(completely)		Britannia
abysmal	all together		broadax
a cappella	(collectively)	backward	bronco
accede (yield)	aluminum	baloney (bun- combe)	brunet (masc., fem.)
exceed (surpass)	ambidextrous	bologna (sau- sage)	buccaneer
accepter	ameba	bandanna	buncombe
acceptor (law)	ampoule	bargainer	union
accessory	analog	bargainor (law)	bur
accommodate	analogous	baritone	burned
accordion	anemia	bark (boat)	bus, buses
accouter	anesthetic	barreled, -ing	butadiene
accursed	aneurysm	bastille	
acetic (acid)	anomalous	bathyscaph	caffeine
ascetic (austere)	anonymous	battalion	calcareous
acknowledgment	antediluvian	bazaar	calcimine
acoustic	antibiotics (n.)	behoove	caldron
adapter	antibiotic (adj.)	beneficent	calender (paper finish)
adjurer	anyway (adv.)	benefited	caliber
adjuster	anywise (adv.)	bettor (wagerer)	caliper
ad nauseam	appal, -ed, -ing	beveled, -ing	call
adviser	appareled, -ing	biased, -ing	calligraphy
adz	aquatic	bimetallism	callus (n.)
aegis	aqueduct	blessed	callous (adj.)
affect (influence)	archeology	bloc (group)	calorie
effect (result)	arrester	blond (masc., fem.)	canceled, -ing
afterward	artifact	bluing	canceler
aging	artisan	bombazine	cancellation
aid (n., v.)	asafetida	born (birth)	candor
aide	ascendance, -ant	borne (carried)	canister
aide-de-camp	ascent (rise)	bouillon (soup)	cannot
airplane	assent (consent)	bullion (metal)	cantaloup
albumen (egg)	assassinate		
albumin (chem- istry)	atheneum		

canvas (cloth)	confidant (masc., fem.)	discreet (prudent)	ensheathe
canvass (solicit)	confirmer	discrete (distinct)	ensnare
canyon	confirmor (law)	disheveled, -ing	enthrall
capital (city)	conjurer	disk	entrench
capitol (building)	connector	dispatch	entrepreneur
carabao (sing., pl.)	connoisseur	dissension	entrust
carat (weight)	consecrator	distention	entwine
caret (omission mark)	consensus	distill, -ed, -ing, -ment	envelop (v.)
carbureted, -ing	consignor	distributor	envelope (n.)
carburetor	consulter	diverter	enwrap
Caribbean	consummate	divorcee	eon
caroled, -ing	contradictor	doctoral	epaulet, -ed, -ing
carotene	converter	doctrinaire	epiglottis
cartilage	conveyor	doggerel	epilog
caster (roller)	cooky	dossier	equaled, -ing
castor (oil)	cornetist	doweled, -ing	erysipelas
casual (unimportant)	corollary	downward	escaloped, -ing
causal (cause)	corvette	draft	escapable
catalog, -ed, -ing	councilor (of council)	dreadnought	esophagus
cataloger	counselor (adviser)	dreamed	esthetic
catsup	counseled, -ing	drought	etiology
caviar	cozy	dueled, -ing	evacuee
caviled, -ing	crawfish	duffelbag	evanescent
caviler	creneled, -ing	dullness	exhibitor
cecum	crystaled, -ing	dumfound	exhilarate
center	crystalline	dwelt	exonerate
centipede	crystallize	dyeing (coloring)	exorbitant
cesarean	cudged, -ing	dying (death)	expellent
chairmaned	cyclopedia	eastward	exposé (exposure) (n.)
chaise longue	debarkation	ecstasy	expose (to lay open) (v.)
chancellor	decalog	edema	exsiccate
channeled, -ing	defense	edgewise	extant (in existence)
chaperon	demagog	electronics (n.)	extent (range)
chautauqua	demarcation	electronic (adj.)	extoll, -ed, -ing
chauvinism	dependent	elemosynary	eying
check	descendant (n., adj.)	elicit (to draw)	eyrie
chiffonier	desecrator	illicit (illegal)	falderal
chili (pepper)	desiccate	embarrass	fantasy
chile con carne	desuetude	embed	farther (distance)
chiseled, -ing	detractor	emboweled, -ing	further (not distance)
chlorophyll	develop, -ment	emboweler	favor
cigarette	device (contrivance)	emigrant (go from)	fecal
citabile	devise (convey)	immigrant (go into)	feces
clamor	dextrous	emigree	fetal
clew (nautical)	diagramed, -ing	employee	fetish
clue (other meanings)	diagrammatic	enameled, -ing	fetus
climactic (climax)	dialed, -ing	encage	fiber
climatic (climate)	dialog	encase	fligree
cocaine	diaphragm	encave	finable
coconut	diarrhea	enclasp	finagle
cocoon	dickey	enclose	fjord <sup>1</sup>
coleslaw	dieresis	enclosure	flammable (not inflammable)
colloquy	dieretic	encumber	flection
colossal	dietitian	encumbrance	fledgling
combated, -ing	diffuser	encyclopedia	flier
commingle	dike	endorse, -ment	flotation
commiserate	dilettante	endwise	flotage
complement (complete)	dinghy (boat)	enfeeble	flotation
complement (praise)	diphtheria	enforce, -ment	fluorescent
confectionery		engraft	focused, -ing
		enroll, -ed, -ing, -ment	forbade
		enshade	

<sup>1</sup> As common noun; as part of name, follow decisions of U.S. Board on Geographic Names.



forbear (endur- ance, etc.)	heterogeneous	lacrimal	mil ( $\frac{1}{1000}$ inch)
forebear (ances- tor)	hiccup	landward	mill ( $\frac{1}{1000}$ dollar)
foresee	highfalutin	lath (wood)	mileage
forgettable	hijack	lathe (machine)	miliary (tubercu- losis)
forgo (relinquish)	Hindu	laureled	milieu
forego (precede)	homeopath	leitmotiv	milk cow
forswear	homeward	lengthwise	millenary (1,000)
fortissimo	homogeneity	leukemia	millinery (hats)
fricassee	homolog	leveled, -ing	millennium
fuchsia	hypocrisy	leveler	minable
fueler	hypotenuse	liaison	missily
fulfill, -ed, -ing, -ment	idiosyncrasy	libelant	misspell
fulsome	idyl	libeled, -ing	miter
fungus (n., adj.)	impaneled, -ing	libelee	moccasin
funneled, -ing	impasse	license	modeled, -ing
furor	imperiled, -ing	licorice	modeler
fuse (all meanings)	impostor	likable	mold
fuze (follow copy in mili- tary printing)	impresario	lilliputian	molt
fuselage	imprimatur	linage (lines)	moneys
fusillade	indict (to accuse)	lineage (descent)	monogrammed, -ing
gage	indite (to com- pose)	liquefy	monolog
gaiety	inequity (unfair- ness)	liquor	mortise
gaily	iniquity (sin)	liqueur	Moslem
galosh	inferable	liver	movable
gamboled, -ing	infold	livable	mucilage
garrote	ingenious (skillful)	loath (reluctant)	mucus (n.)
gasoline	ingenuous (sim- ple)	loathe (detest)	mucous (adj.)
gazetteer	innocuous	lodestar	mustache
gelatin	innuendo	lodestone	naphtha
generalissimo	inoculate	lodgment	Navaho ( <i>but fol- low copy in congressional printing</i> )
germane	inquire	logistics (n.)	
glamorous	inquiry	logistic (adj.)	
glamour	install, -ed, -ing, -ment	louer	
glycerin	installation	luster	
gobbledygook	instill, -ed, -ing	madam	
goodby	insure	Mafia	
gram	intelligentsia	maize (corn)	
graveled, -ing	interceptor	maze (labyrinth)	
gray	interment (burial)	maneuver	
grievous	internment (de- tention)	manifold	
groveled, -ing	intern	manikin	
gruesome	intervener	mantel (shelf)	
guarantee (n., v.)	intervenor (law)	mantle (cloak)	
guaranty (law)	intransigent (n., adj.)	manywise (adv.)	
guerrilla (preda- tory)	inward	marbleize	
gorilla (ape)	iridescent	margarin (chemis- try)	
guttural	isosceles	margarine (but- ter substitute)	
gypsy	italic	marihuana	
hallelujah	jalopy	marshaled, -ing	
Halloween	jeweled, -ing, -er	marshaler	
hara-kiri	judgment	marveled, -ing	
harass	jujitsu	marvelous	
harebrained	kerneled, -ing	meager	
harken	kerosene	medaled, -ing	
healthful (produc- ing health)	kidnaped, -ing	medalist	
healthy (with health)	kidnaper	medieval	
heinous	kilogram	metaled, -ing	
hemoglobin	kopek	metalize	
hemorrhage	labeled, -ing	meteorology (weather)	
	lacquer	metology (weights and measures)	
		meter	

parceled, -ing	programmatic	selvage (edging)	sylvan
partisan	prolog	salvage (save)	synonymous
pastime	promissory	sentineled, -ing	
patrol, -led, -ling	pronunciation	separate	taboo
peccadillo	propel, -led, -ling	sepulcher	tactician
peddler	propellant (n.)	seriatim	tasseled, -ing
Peking (Peiping), follow copy	propellent (adj.)	settler	tattoo
penciled, -ing	prophecy (n.)	settlor (law)	taxied, -ing
pendant (n.)	prophecy (v.)	sewage (waste)	technique
pendent (u. m.)	ptomaine	sewerage (drain system)	teetotaler
percent	pubic (anatomy)	sexet	tercentenary
peremptory (decisive)	pulmotor	Shakespearean	theater
peremptory (preference)	pusillanimous	shellacking	therefor (for it)
perennial	pygmy	shoveled, -ing	therefore (for that reason)
periled, -ing	quarreled, -ing	shriveled, -ing	thiamine
permittee	quartet	sideward	thralldom
perquisite (privilege)	quaternary	signaled, -ing	thresh
prerequisite (requirement)	questionnaire	siphon	thresh (grain)
personal (individual)	queue	sirup	threshold
personnel (staff)	raccoon	sizable	tie, tied, tying
perspective (view)	racket (all meanings)	skeptic	timber (wood)
prospective (expected)	rapprochement	skillful	timbre (tone)
petaled, -ing	rarefy	skulduggery	tinseled, -ing
Pharaoh	rarity	smolder	titer
pharmacopeia	ratable	sniveled, -ing	tonsillitis
phenix	rattan	snorkel	tormenter
phlegm	raveled, -ing	soliloquy	totaled, -ing
phony	reconnaissance	sometime (formerly)	toward
phosphorus (n.)	reconnoiter	some time (some time ago)	toweled, -ing
phosphorous (adj.)	referable	sometimes (at times)	toxemia
photostated	registrar	southward	trafficking
pickax	reinforce (all meanings)	spacious (space)	trammed, -ing
picnicking	relater	spacious (plausible)	tranquilize(r)
pipet	relator (law)	specter	tranquillity
plaque	remodeler	spelled	transcendent
plastics (n.)	renaissance	spirituous (liquor) (not spiritous)	transferable
plastic (adj.)	reparable	spirochete	transferor
pledger	repellant (n.)	spoliation	transferred
pledgor (law)	repellent (adj.)	stanch	transonic
plenitude	rescission	stationary (fixed)	transponder (electronics)
plow	responder (electronics)	stationery (paper)	transshipment
poleax	responser (electronics)	statue (sculpture)	traveled, -ing
pollination	reveled, er, -ing	stature (height)	traveler
pommeled, -ing	rhyme, rhythmic	statute (law)	travelog
ponton (military)	rivaled, -ing	stenciled, -ing	triptych
pontoon	roweled, -ing	stenciler	trolley
practice (n., v.)	ruble	stifling	troop (soldiers)
precedence (priority)	saccharin (n.)	stratagem	troupe (actors)
precedents (usage)	saccharine (adj.)	stubbornness	troweled, -ing
pretense	salable	stupefy	tryptophan
preventive	sandaled, -ing	subpena, -ed	tularemia
principal (chief)	satellite	subtlety	tunneled, -ing
principle (proposition)	satinet	succor	tunneler
privilege	savable	sulfur (also derivatives)	turquoise
proffer	savanna	sulfanilamide	typify
programed, -er, -ing	savior	sulfureted, -ing	tyrannical
	Saviour (Christ)	supererogation	tyro
	scalloped, -ing	surreptitious	unctuous
	schizophrenia	surveillance	unwieldy
	scion (horticulture)	swiveled, -ing	upward
	scurrilous		uremia
	seismology		vacillate
			valance (drape)
			valence (chemistry)

veld	villain	wainscoting	withe
veranda	visa, -ed, -ing	weeviled, -ing	woeful
vermilion	vitamin	welder	woolen
vicissitude	vitrify	westward	woolly
virtualed, -ing	votable	whimsey	worshiped, -er,
victualer	vying	whisky, -ies	-ing
vilify		willful	

**Anglicized and foreign words**

5.3. Diacritical marks are not used with completely anglicized words.

abaca	cortege	fiance (masc., fem.)	porte lumiere
aide memoire	coulee	frappe	portiere
a la carte	coup de grace	garcon	pousse cafe
a la king	coup d'etat	glace	premiere
alamode	coupe	grille	protege (masc.,
angstrom	creme	gruyere	fem.)
aperitif	crepe	habitude	puree
applique	crepe de chine	ingenue	rале
apropos	debacle	jardiniere	recherche
auto-da-fe	debris	litterateur	regime
blase	debut	materiel	risque (masc.,
boutonniere	debutante	matinee	fem.)
brassiere	decollete	melange	role
cabana	dejeuner	melee	rotisserie
cafe	denouement	menage	roue
cafeteria	depot	mesalliance	saute
caique	dos-a-dos	metier	seance
canape	eclair	moire	senor
cause celebre	eclat	naive	smorgasbord
chateau	ecru	naivete	soiree
cliche	elan	nee	souffle
cloisonne	elite	opera bouffe	suede
comediienne	entree	opera comique	table d'hote
communique	etude	papier mache	tete-a-tete
confrere	facade	piece de resistance	tragedienne
consomme	faience	pleiade	vicuna
	fete	porte cochere	vis-a-vis

5.4. Foreign words carry the diacritical marks as an essential part of their spelling.

à l'américaine	chargé d'affaires	longéron	père
attaché	congé	mañana	piña
béton	crédit foncier	maté	précis
blesé	crédit mobilier	mère	raisonné
calèche	curé	nacré	résumé
cañada	doña	outré	touché
cañon	entrepôt	passé (masc., fem.)	
chargé	exposé	pâté	

**Plural forms**

5.5. Nouns ending in *o* preceded by a vowel add *s* to form the plural; nouns ending in *o* preceded by a consonant add *es* to form the plural, except as indicated in the following list.

albinos	Eskimos	magnetos	salvos
armadillos	falsettos	mementos	sextodecimos
avocados	gauchos	merinos	sextos
banjos	ghettos	mestizos	siroccos
cantos	gringos	octavos	solos
cascos	halos	octodecimos	tangelos
centos	inamoratos	pianos	tobaccos
didos	indigos	piccolos	twos
duodecimos	juntos	pomelos	tyros
dynamos	kimonos	provisos	virtuosos
escudos	lassos	quartos	zeros

5.6. In forming the plurals of compound terms, the significant word takes the plural form.

<p>Significant word first:</p> <ul style="list-style-type: none"> <li>adjutants general</li> <li>aides-de-camp</li> <li>ambassadors at large</li> <li>attorneys at law</li> <li>attorneys general</li> <li>billets-doux</li> <li>bills of fare</li> <li>brothers-in-law</li> <li>chargés d'affaires</li> <li>commanders in chief</li> <li>comptrollers general</li> <li>consuls general</li> <li>courts-martial</li> <li>crepes suzette</li> <li>daughters-in-law</li> <li>governors general</li> <li>grants-in-aid</li> <li>heirs at law</li> <li>inspectors general</li> <li>men-of-war</li> <li>ministers-designate</li> <li>mothers-in-law</li> <li>notaries public</li> <li>postmasters general</li> <li>presidents-elect</li> <li>prisoners of war</li> <li>rights-of-way</li> <li>secretaries general</li> <li>sergeants at arms</li> <li>sergeants major</li> <li>surgeons general</li> </ul> <p>Significant word in middle:</p> <ul style="list-style-type: none"> <li>assistant attorneys general</li> <li>assistant chiefs of staff</li> <li>assistant comptrollers general</li> <li>assistant surgeons general</li> <li>deputy chiefs of staff</li> </ul> <p>Significant word last:</p> <ul style="list-style-type: none"> <li>assistant attorneys</li> </ul>	<p>Significant word last—Continued</p> <ul style="list-style-type: none"> <li>assistant commissioners</li> <li>assistant corporation counsels</li> <li>assistant directors</li> <li>assistant general counsels</li> <li>assistant secretaries</li> <li>brigadier generals</li> <li>deputy judges</li> <li>deputy sheriffs</li> <li>general counsels</li> <li>judge advocates</li> <li>judge advocate generals</li> <li>lieutenant colonels</li> <li>major generals</li> <li>provost marshals</li> <li>provost marshal generals</li> <li>quartermaster generals</li> <li>trade unions</li> <li>under secretaries</li> <li>vice chairmen</li> <li>vice presidents</li> </ul> <p>Both words of equal significance:</p> <p>Bulletins Nos. 27 and 28; <i>but</i> Bulletin No. 27 or 28</p> <ul style="list-style-type: none"> <li>coats of arms</li> <li>masters at arms</li> <li>men buyers</li> <li>men cooks</li> <li>men employees</li> <li>secretaries-treasurers</li> <li>women aviators</li> <li>women students</li> <li>women writers</li> </ul> <p>No word significant in itself:</p> <ul style="list-style-type: none"> <li>forget-me-nots</li> <li>hand-me-downs</li> <li>jack-in-the-pulpits</li> <li>man-of-the-earths</li> <li>pick-me-ups</li> <li>will-o'-the-wisps</li> </ul>
---	---

5.7. When a noun is hyphenated with an adverb or preposition, the plural is formed on the noun.

comings-in	goings-on	listeners-in	makers-up
fillers-in	hangers-on	lookers-on	passers-by

5.8. When neither word is a noun, the plural is formed on the last word.

also-rans	go-betweens	run-ins
come-ons	higher-ups	tie-ins

5.9. Nouns ending with *ful* form the plural by adding *s* at the end; if it is necessary to express the idea that more than one container was filled, the two elements of the solid compound are printed as separate words and the plural is formed by adding *s* to the noun.

- five bucketfuls of the mixture (one bucket filled five times)
- five buckets full of earth (separate buckets)
- three cupfuls of flour (one cup filled three times)
- three cups full of coffee (separate cups)

5.10. The following list comprises other words the plurals of which may cause difficulty.

addendum, addenda	lens, lenses
adieu, adieus	lira, lire
agendum, agenda	locus, loci
alga, algae	madam, mesdames
alumnus, alumni (masc.); alumna, alumnae (fem.)	Marys
antenna, antennas (antennae, zoology)	matrix, matrices
appendix, appendixes	maximum, maximums
aquarium, aquariums	medium, mediums <i>or</i> media
automaton, automatons	memorandum, memorandums
axis, axes	minimum, minimums
bandeau, bandeaux	minutia, minutiae
basis, bases	monsieur, messieurs
beau, beaus	nucleus, nuclei
cactus, cactuses	oasis, oases
calix, calices	octopus, octopuses
chassis (singular and plural)	opus, opera
cherub, cherubs	parenthesis, parentheses
cicatrix, cicatrices	phenomenon, phenomena
Co., Cos.	phylum, phyla
coccus, cocci	plateau, plateaus
crisis, crises	podium, podiums
criterion, criteria	procès-verbal, procès-verbaux
curriculum, curriculums	radius, radii
datum, data	radix, radices
desideratum, desiderata	referendum, referendums
dilettante, dilettanti	sanatorium, sanatoriums
dogma, dogmas	sanitarium, sanitariums
ellipsis, ellipses	septum, septa
equilibrium, equilibriums (equilibria, scientific)	sequela, sequelae
erratum, errata	seraph, seraphs
executrix, executrices	seta, setae
flambeau, flambeaus	ski, skis
focus, focuses	stadium, stadiums
folium, folia	stimulus, stimuli
formula, formulas	stratum, strata
fungus, fungi	stylus, styluses
genius, geniuses	syllabus, syllabuses
genus, genera	symposium, symposia
gladiolus (singular and plural)	synopsis, synopses
helix, helices	tableau, tableaux
hypothesis, hypotheses	taxi, taxis
index, indexes (indices, scientific)	terminus, termini
insigne, insignia	testatrix, testatrices
Kansas Citys	thesaurus, thesauri
lacuna, lacunae	thesis, theses
larva, larvae	thorax, thoraxes
larynx, larynxes	vertebra, vertebrae (vertebrae, zoology)
	virtuoso, virtuosos
	vortex, vortexes

**Endings "ible" and "able"**

5.11. The following words end in *ible*; other words in this class end in *able*. Words with both endings indicated differ in meaning.

abhorrible	audible	collapsible	comprehensible
accendible	avertible	combustible	compressible
accessible	bipartible	comestible	conducible
addible	circumscribable	commonsensible	conductible
adducible	coctible	compactible	confluxible
admissible	coercible	compatible	congestible
appetible	cognoscible	competible	contemptible
apprehensible	cohesible	compossible	controvertible

conversible (conversible)	flexible	ineligible	prehensible
convertible	fluxible	ineludible	prescriptible
convincible	forcible	inevasible	producible
corrighle	frangible	inexhaustible	productible
corrodible	fungible	inexpansible	protrusible
corrosible	fusible	inexpressible	putrescible
corruptible	gullible	infallible	receptible
credibile	horrible	infeasible	redemptible
crucible	ignitable	inferrible	reducible
cullible	illegible	(inferable)	reflectible
decoctible	immersible	inflexible	reflexible
deducible	immiscible	infractible	refrangible
deductible	impartible	infrangible	remissible
defeasible	impassible	infusible	renascible
defectible	(impassable)	innascible	rendible
defensible	impatible	inscriptible	reprehensible
delible	impedible	insensible	repressible
deprehensible	imperceptible	instructible	reproducible
depressible	impermisible	insubmergible	resistible
descendible	imperscriptible	insuppressible	responsible
destructible	impersuasible	insusceptible	reversible
diffrangible	implausible	intactible	revertible
diffusible	impossible	intangible	risible
digestible	imprescriptible	intelligible	runcible
dimensionable	imputrescible	interconvertible	sconible
discernible	inaccessible	interruptible	seducible
discerptible	inadmissible	intervisible	sensible
discussible	inapprehensible	invertible	sensible
dispersible	inaudible	invertible	suasible
dissectible	incircumscribable	invincible	subdivisible
distensible	incoercible	irascible	submergible
distractible	incognoscible	irreducible	submersible
divertible	incombustible	irrefrangible	subvertible
divestible	incommiscible	irremissible	suggestible
divisible	incompatible	irreprehensible	supersensible
docible	incomprehensible	irrepressible	suppressible
edible	incompressible	irresistible	susceptible
educible	inconcusible	irresponsible	susceptible
effectible	incontrovertible	irreversible	tangible
effervescible	inconvertible	irreversible	tensible
eligible	inconvincible	legible	terrible
eludible	incorrigible	mandible	thurible
erodible	incorrodible	marcescible	traducible
evasible	incorruptible	miscible	transmissible
eversible	incredible	negligible	transvertible
evincible	indefeasible	nexible	tripartible
exemptible	indefectible	omissible	unadmissible
exhaustible	indefensible	ostensible	uncorruptible
exigible	indelible	partible	unexhaustible
expansible	indeprehensible	passible	unexpressible
explosible	indestructible	(passable)	unintelligible
expressible	indigestible	perceptible	unresponsible
extensible	indiscernible	permissible	unsusceptible
fallible	indivertible	persuasible	vendible
feasible	indivisible	pervertible	vincible
fencible	indocible	plausible	visible
	inducible	possible	vitrescible
	ineffervescible		

### Endings "ise," "ize," and "yze"

5.12. A large number of words have the termination *ise*, *ize*, or *yze*. The letter *l* is followed by *yze* if the word expresses an idea of loosening or separating, as *analyze*; all other words of this class,

except those ending with the suffix *wise* and those in the following list, end in *ize*.

advertise	compromise	excise	prize (to force)
advise	demise	exercise	prize (to value)
affranchise	despise	exorcise	reprise
apprise (to inform)	devise	franchise	revise
apprize (to ap- praise)	disenfranchise	improvise	rise
arise	disfranchise	incise	supervise
chastise	disguise	merchandise	surmise
circumcise	emprise	misadvise	surprise
comprise	enfranchise	mortise	televise
	enterprise	premise	

**Endings “cede,” “ceed,” and “sede”**

5.13. Only one word ends in *sede* (supersede); only three end in *ceed* (exceed, proceed, succeed); all other words of this class end in *cede* (precede, secede, etc.).

**Doubled consonants**

5.14. A single consonant following a single vowel and ending a monosyllable or a final accented syllable is doubled before a suffix beginning with a vowel.

bag, bagging	red, reddish	corral, corralled	but total, totaled
get, getting	rob, robbing	transfer, transferred	travel, traveled

5.15. If the accent in a derivative falls upon an earlier syllable than it does in the primitive, the consonant is not doubled.

refer, reference	prefer, preference	infer, inference
------------------	--------------------	------------------

**Indefinite articles**

5.16. The indefinite article *a* is used before a consonant and an aspirated *h*; *an* is used before silent *h* and all vowels except *u* pronounced as in *usual* and *o* pronounced as in *one*.

a historical review	a union	an honor
a hotel	an herdseller	an onion
a human being	an hour	an oyster
a humble man		

5.17. When a group of initials begins with *b, c, d, g, j, k, p, q, t, v, w, y,* or *z*, each having a consonant sound, the indefinite article *a* is used.

a BLS compilation	a GAO limitation
a CIO finding	a PHS project

5.18. When a group of initials begins with *a, e, f, h, i, l, m, n, o, r,* *s,* or *x*, each having a vowel sound, the indefinite article *an* is used.

an AEC report	an NSC (en) proclamation
an FCC (ef) ruling	an RFC (ahr) loan

5.19. Use of the indefinite article *a* or *an* before a numerical expression is determined by the consonant or vowel sound of the beginning syllable.

an 11-year-old	an VIII (eight) classification
a onetime winner	a IV-F (four) category
a III (three) group	a 4-H Club





5.28. An apostrophe is used to indicate contractions, the omission of figures or letters (see also "Courtwork," rule 18.9, p. 229), and the coined plurals of letters, figures, and symbols.

don't	the 1920's or the	TV'ers	a's; ¶'s; 7's
I've	twenties; <i>not</i>	B.t.u.'s	T's, Y's
ne'er	the '20's <i>nor</i>	OK's	2 by 4's (lumber)
it's (it is)	20's	YMCA's	<i>but</i> 10s (yarn and thread)
class of '92	4-H'ers	A B C's	4½s (bonds)
spirit of '76	49'ers	three R's	3s (golf)

5.29. The apostrophe is omitted in abbreviations, and also in shortened forms of certain other words.

Danl., <i>not</i> Dan'l	coon	Halloween
Sgt., <i>not</i> Sg't	possum	copter
phone	Frisco	

5.30. The plural of spelled-out numbers, of words referred to as words, and of words already containing an apostrophe is formed by adding *s* or *es*; but *'s* is added to indicate the plural of words used as words if the omission of the apostrophe would cause difficulty in reading.

twos	ins and outs	yeses and noes
threes	ups and downs	<i>but</i> do's and don'ts
sevens	whereases and	which's and that's
ands, ifs, and buts	wherefores	

5.31. The possessive case is often used in lieu of an objective phrase even though ownership is not involved.

1 day's labor (labor for 1 day)	5 or 10 billion dollars' worth
2 hours' travelttime	for charity's sake
a stone's throw	for pity's sake
2 weeks' pay	

5.32. The possessive case is not used in such expressions as the following, in which one noun modifies another.

day labor (labor by the day)	State prison
quartermaster stores	State rights

5.33. For euphony, nouns ending in *s* or *ce* and followed by a word beginning with *s* form the possessive by adding an apostrophe only.

for goodness' sake	for old times' sake	for conscience' sake
Mr. Hughes' service	for acquaintance' sake	

5.34. A possessive noun used in an adjective sense requires the addition of *'s*.

He is a friend of John's	Stern's is running a sale
--------------------------	---------------------------

5.35. A noun preceding a gerund should be in the possessive case.

in the event of Mary's leaving	the ship's hovering nearby
--------------------------------	----------------------------

### Geographic names

5.36. The spelling of geographic names must conform to the decisions of the U.S. Board on Geographic Names. In the absence of such a decision, the U.S. Directory of Post Offices is to be used for names of post offices in the United States and its possessions, and the Columbia Lippincott Gazetteer of the World is to be followed in the spelling of other geographic names.

5.37. If the decisions or the rules of the Board permit the use of either the local official form or the conventional English form, it is the prerogative of the originating office to select the form which is most suitable for the matter in hand; therefore, in marking copy or reading proof, it is required only to verify the spelling of the particular form used. The Government Printing Office preference is for the conventional English form. Copy will be followed as to accents, but these should be uniform throughout each job.

### Nationalities, etc.

5.38. The table on page 248 shows forms to be used for nouns and adjectives denoting nationality.

5.39. In designating the natives of the several States, the following forms will be used.

Alabamian	Indianian	Nebraskan	Rhode Islander
Alaskan	Iowan	Nevadan	South Carolinian
Arizonan	Kansan	New Hampshireite	South Dakotan
Arkansan	Kentuckian	New Jerseyite	Tennessean
Californian	Louisianian	New Mexican	Texan
Coloradan	Mainer	New Yorker	Utahan
Connecticuter	Marylander	North Carolinian	Vermonteer
Delawarean	Massachusettsan	North Dakotan	Virginian
Floridian	Michiganiite	Ohioan	Washingtonian
Georgian	Minnesotan	Oklahoman	West Virginian
Hawaiian	Mississippian	Oregonian	Wisconsinite
Idahoan	Missourian	Pennsylvanian	Wyomingite
Illinoisan	Montanan		

5.40. Observe the following forms:

Guamanian  
Puerto Rican

Part-Hawaiian (applies to  
Hawaii only)  
*but* part-Japanese

### Indian words

5.41. In Indian words, including tribal and other proper names, copy is to be followed literally as to spelling and the use of spaces, hyphens, etc.

### Ligatures

5.42. Ligatures are not used in anglicized or Latin words; in other foreign words, national practice is followed.

Caesar  
Leguminosae

Cædmon (Old English)  
vœu (French)

### Transliteration

5.43. In the spelling of nongeographic words transliterated from Chinese, Japanese, or any other language that does not have a Latin alphabet, copy is to be followed literally.

## 6. COMPOUND WORDS

(See also Guide to Compounding; Word Division (supplement to *STYLE MANUAL*), description on p. 2)

**6.1.** A compound word is a union of two or more words, either with or without a hyphen. It conveys a unit idea that is not as clearly or quickly conveyed by the component words in unconnected succession. The hyphen in a compound is a mark of punctuation that not only unites but separates the component words, and thus facilitates understanding, aids readability, and insures correct pronunciation.

**6.2.** In applying the following rules and in using the Guide to Compounding, the living fluidity of our language should be kept in mind. Word forms constantly undergo modification. Two-word forms first acquire the hyphen, later are printed as one word, and not infrequently the transition is from the two- to the one-word form, bypassing the hyphen stage.

**6.3.** The rules as laid down cannot be applied inflexibly. Exceptions must necessarily be allowed, so that general good form will not be offended. However, current language trends point definitely to closing up words which, through frequent use, have become associated in the reader's mind as units of thought. The tendency to amalgamate words, particularly two short words, assures easier continuity, and is a natural progression from the older and less flexible treatment of words.

### General rules

**6.4.** In general, omit the hyphen when words appear in regular order and the omission causes no ambiguity in sense or sound. (See also rule 6.16, p. 75.)

banking hours	eye opener	real estate
blood pressure	fellow citizen	rock candy
book value	living costs	training ship
census taker	palm oil	violin teacher
day laborer	patent right	

**6.5.** Compound two or more words to express a literal or nonliteral (figurative) unit idea that would not be as clearly expressed in unconnected succession.

afterglow	forget-me-not	right-of-way
bookkeeping	gentleman	whitewash
cupboard	newsprint	

**6.6.** Unless otherwise indicated, a derivative of a compound retains the solid or hyphenated form of the original compound.

coldbloodedness	ill-advisedly	praiseworthiness	X-rayer
footnoting	outlawry	railroader	Y-shaped

**6.7.** Except after the short prefixes *co*, *de*, *pre*, *pro*, and *re*, which are generally printed solid, a hyphen is used to avoid doubling a vowel or tripling a consonant. (See also rules 6.29, 6.32, p. 77.)

cooperation	anti-inflation	brass-smith	ultra-atomic
deemphasis	micro-organism	Inverness-shire	shell-like
preexisting	semi-independent	thimble-eye	hull-less

**Solid compounds**

6.8. Print solid two nouns that form a third when the compound has only one primary accent, especially when the prefixed noun consists of only one syllable or when one of the elements loses its original accent.

airship	cupboard	footnote
bathroom	dressmaker	locksmith
bookseller	fishmonger	workman

6.9. Print solid a noun consisting of a short verb and an adverb as its second element, except when the use of the solid form would interfere with comprehension.

blowout	hangover	pickup	throwaway
breakdown	holdup	runoff	<i>but</i> cut-in
flareback	makeready	setup	run-in
giveaway	markoff	showdown	tie-in

6.10. Compounds beginning with the following nouns are usually printed solid.

book	house	school	way
eye	mill	shop	wood
horse	play	snow	work

6.11. Compounds ending in the following are usually printed solid, especially when the prefixed word consists of one syllable. (See also rules 8.5, p. 131; 8.7, p. 135.)

berry	house	piece	weed
blossom	keeper	power	wide
boat	keeping	proof	wise
book	light	room	woman
borne	like	shop	wood
bound	maker	smith	work
brained	making	stone	worker
bush	man	store	working
fish	master	tail	worm
flower	mate	tight	wort
grower	mill	time (not clock)	writer
hearted	mistress	ward	writing
holder	monger	way	yard

6.12. Print solid *any*, *every*, *no*, and *some* when combined with *body*, *thing*, and *where*; when *one* is the second element, print as two words if meaning a single or particular person or thing; to avoid mispronunciation, print *no one* as two words at all times.

anybody	everybody	nobody	somebody
anything	everything	nothing	something
anywhere	everywhere	nowhere	somewhere
anyone	everyone	no one	someone

*but* any one of us may stay; every one of the pilots is responsible.

6.13. Print as one word compound personal pronouns.

herself	oneself	thysel
himself	ourselves	yourself
itself	themselves	yourselves
myself		

6.14. Print as one word compass directions consisting of two points, but use a hyphen after the first point when three points are combined.

northeast	north-northeast
southwest	south-southwest

**Unit modifiers**

(See also rule 9.58, p. 142.)

**6.15.** Print a hyphen between words, or abbreviations and words, combined to form a unit modifier immediately preceding the word modified, except as indicated in rule 6.16 and elsewhere throughout this chapter. This applies particularly to combinations in which one element is a present or past participle.

Baltimore-Washington road	long-term-payment loan
collective-bargaining talks	lump-sum payment
contested-election case	most-favored-nation clause
contract-bar rule	multiple-purpose uses
drought-stricken area	no-par-value stock
English-speaking nation	part-time personnel
fire-tested material	rust-resistant covering
Federal-State-local cooperation	service-connected disability
German-English descent	tool-and-die maker
guided-missile program	1-inch diameter; 2-inch-diameter pipe
hard-of-hearing class	10-word telegram
high-speed line	a 4-percent increase; <i>but</i> 4 percent [of]
large-scale project	hydrochloric acid, 4 percent [of] in-
law-abiding citizen	terest
long-term loan	U.S.-owned property; U.S.-flag ship

**6.16.** Where meaning is clear and readability is not aided, it is not necessary to use a hyphen to form a temporary or made compound. Restraint should be exercised in forming unnecessary combinations of words used in normal sequence.

atomic energy power	mutual security funds
bituminous coal industry	national defense appropriation
child welfare plan	natural gas company
civil rights case	per capita expenditure
civil service examination	portland cement plant
durable goods industry	production credit loan
flood control study	public utility plant
free enterprise system	real estate tax
high school student; elementary	small businessman
school grade	social security pension
income tax form	soil conservation measures
interstate commerce law	special delivery mail; parcel post delivery
land bank loan	speech correction class
land use program	<i>but</i> no-hyphen rule (readability aided); <i>not</i>
life insurance company	no hyphen rule

**6.17.** Print without a hyphen a compound predicate adjective or predicate noun the second element of which is a present participle.

The duties were price fixing.	The shale was oil bearing.
The effects were far reaching.	The area was used for beet raising.

**6.18.** Print without a hyphen a compound predicate adjective the second element of which is a past participle; also, omit the hyphen in a predicate modifier of comparative or superlative degree.

The area is drought stricken.	This material is fire tested.
The paper is fine grained.	The cars are higher priced.
The boy is freckle faced.	The reporters are best informed.

**6.19.** Print without a hyphen a two-word modifier the first element of which is a comparative or superlative.

better drained soil	<i>but</i> uppercrust society
best liked books	lowercase, uppercase type (printing)
higher level decision	undercoverman
highest priced apartment	upperclassman
larger sized dress	bestseller (noun)
better paying job	lighter-than-air craft
lower income group	higher-than-market price

6.20. Do not use a hyphen in a two-word unit modifier the first element of which is an adverb ending in *ly*, nor use hyphens in a three-word unit modifier the first two elements of which are adverbs.

eagerly awaited moment	often heard phrase
heavily laden ship	<i>but</i> ever-normal granary
unusually well preserved specimen	ever-rising flood
very well defined usage	still-new car
longer than usual lunch period	still-lingering doubt
very well worth reading	well-known lawyer
not too distant future	well-kept farm

6.21. Proper nouns used as unit modifiers, either in their basic or derived form, retain their original form; but the hyphen is printed after combining forms.

Latin American countries	Afro-American program
North Carolina roads	Anglo-Saxon period
South American trade	Franco-Prussian War
United States laws	<i>but</i> Indochina <sup>1</sup> border
Red Cross nurse	Minneapolis-St. Paul region
Winston-Salem festival	North American-South American sphere
Washington-Wilkes-Barre route	French-English descent

6.22. Do not confuse a modifier with the word it modifies.

elderly clothesman	old-clothes man
competent shoemaker	wooden-shoe maker
field canning factory	tomato-canning factory
gallant serviceman	service men and women
light blue hat	light-blue hat
average taxpayer	income-tax payer
American flagship	American-flag ship
well-trained schoolteacher	elementary school teacher
<i>but</i> common stockholder; small businessman	

6.23. Where two or more hyphenated compounds have a common basic element and this element is omitted in all but the last term, the hyphens are retained.

2- or 3-em quads, <i>not</i> 2 or 3-em quads; 2- to 3- and 4- to 5-ton trucks
2- by 4-inch boards, <i>but</i> 2 to 6 inches wide
8-, 10-, and 16-foot boards
moss- and ivy-covered walls, <i>not</i> moss and ivy-covered walls
long- and short-term money rates, <i>not</i> long and short-term money rates
<i>but</i> twofold or threefold, <i>not</i> two or threefold
goat, sheep, and calf skins, <i>not</i> goat, sheep, and calfskins
intrastate and intracity, <i>not</i> intra-state and -city
American owned and managed companies
preoperative and postoperative examination

6.24. Do not use a hyphen in a unit modifier consisting of a foreign phrase.

ante bellum days	ex officio member	per diem employee
bona fide transaction	per capita tax	prima facie evidence

6.25. Do not print a hyphen in a unit modifier containing a letter or a numeral as its second element.

abstract B pages	class II railroad	point 4 program
article 3 provisions	grade A milk	ward D beds

6.26. Do not use a hyphen in a unit modifier enclosed in quotation marks unless it is normally a hyphenated term, but quotation marks are not to be used in lieu of a hyphen. (See also rule 9.123, p. 149.)

"blue sky" law "good neighbor" policy "tie-in" sale *but* right-to-work law

<sup>1</sup> Decision of U.S. Board on Geographic Names.

**6.27.** Print combination color terms as separate words, but use hyphen when such color terms are unit modifiers.

bluish green  
dark green

orange red  
bluish-green feathers

iron-gray sink  
silver-gray body

**6.28.** Do not use a hyphen between independent adjectives preceding a noun.

big gray cat

a fine old southern gentleman

### Prefixes, suffixes, and combining forms

**6.29.** Print solid combining forms and prefixes, except as indicated elsewhere.

afterbirth  
Anglomania  
antedate  
antislavery  
biweekly  
bylaw  
circumnavigation  
cisalpine  
cooperate  
contraposition  
countercase  
deenergize  
demitasse  
excommunicate  
extracurricular

foretell  
heroicomic  
hypersensitive  
hypoacid  
inbound  
infrared  
interview  
intraspinial  
introvert  
isometric  
macroanalysis  
mesothorax  
metagenesis  
microphone  
misstate

monogram  
multicolor  
neophyte  
nonneutral  
offset  
outbake  
overactive  
pancosmic  
paracentric  
particoated  
peripatetic  
planoconvex  
polynodal  
postscript  
preexist

proconsul  
pseudoscholastic  
reenact  
retrospect  
semiofficial  
stepfather  
subsecretary  
supermarket  
thermocouple  
transonic  
transship  
tricolor  
ultraviolet  
unnecessary  
underflow

**6.30.** Print solid combining forms and suffixes, except as indicated elsewhere.

portable  
coverage  
operate  
plebiscite  
twentyfold  
spoonful

kilogram  
geography  
manhood  
selfish  
pumpkin

meatless  
outlet  
wavelike  
procurement  
innermost

partnership  
lonesome  
homestead  
northward  
clockwise

**6.31.** Print solid words ending in *like*, but use a hyphen to avoid tripling a consonant or when the first element is a proper name.

lifelike  
lilylike

bell-like  
girllike

Florida-like  
Truman-like

**6.32.** Use a hyphen or hyphens to prevent mispronunciation, to insure a definite accent on each element of the compound, or to avoid ambiguity.

anti-hog-cholera serum  
co-op  
mid-ice  
non-civil-service position  
non-tumor-bearing tissue

re-cover (cover again)  
re-sorting (sort again)  
re-treat (treat again)  
un-ionized  
un-uniformity

**6.33.** Use a hyphen to join duplicated prefixes.

re-redirect

sub-subcommittee

super-superlative

**6.34.** Print with a hyphen the prefixes *ex*, *self*, and *quasi*.

ex-governor  
ex-serviceman  
ex-trader  
ex-vice-president

self-control  
self-educated  
*but* selfhood  
selfsame

quasi-academic  
quasi-argument  
quasi-corporation  
quasi-young

**6.35.** Unless usage demands otherwise, use a hyphen to join a prefix or combining form to a capitalized word. (The hyphen is retained in words of this class set in caps.)

anti-Arab	<i>but</i> nongovernmental
pro-British	overanglicize
un-American	prezeppelin
non-Government	transatlantic
post-World War II <i>or</i> post-Second World War	

### Numerical compounds

**6.36.** Print a hyphen between the elements of compound numbers from twenty-one to ninety-nine and in adjective compounds with a numerical first element. (See also rule 11.23, p. 173.)

twenty-one	3-to-1 ratio	<i>but</i> one hundred and twenty-one
twenty-first	5-to-4 vote	100-odd
6-footer	.22-caliber cartridge	foursome
24-inch ruler	2-cent-per-pound tax	threescore
3-week vacation	four-in-hand tie	foursquare
8-hour day	three-and-twenty	\$20 million airfield
10-minute delay	two-sided question	
20th-century progress	multimillion-dollar fund	

**6.37.** Print without a hyphen a modifier consisting of a possessive noun preceded by a numeral. (See also rule 5.31, p. 71.)

1 month's layoff	2 hours' work
1 week's pay	3 weeks' vacation

**6.38.** Print a hyphen between the elements of a fraction, but omit it between the numerator and the denominator when the hyphen appears in either or in both.

one-thousandth	twenty-three thirtieths
two-thirds	twenty-one thirty-seconds
two one-thousandths	three-fourths of an inch

**6.39.** A unit modifier following and reading back to the word or words modified takes a hyphen and is always printed in the singular.

motor, alternating-current, 3-phase, 60-cycle, 115-volt  
 glass jars: 5-gallon, 2-gallon, 1-quart  
 belts: 2-inch, 1¼-inch, ½-inch, ¼-inch

### Civil and military titles

**6.40.** Do not hyphen a civil or military title denoting a single office, but print a double title with a hyphen. (See also rule 5.6, p. 66.)

ambassador at large	notary public
assistant attorney general	secretary general
commander in chief	under secretary; <i>but</i> under-secretaryship
comptroller general	vice president; <sup>2</sup> <i>but</i> vice-presidency
Congressman at Large	secretary-treasurer
major general	treasurer-manager
sergeant at arms	

**6.41.** The adjectives *elect* and *designate*, as the last element of a title, require a hyphen.

President-elect	ambassador-designate
Vice-President-elect	minister-designate

<sup>2</sup> In official usage, the title of Vice President of the United States is written without a hyphen; the hyphen is also omitted in all like titles, such as vice admiral, vice consul, etc.



**Scientific and technical terms**

6.42. Do not print a hyphen in scientific terms (names of chemicals, diseases, animals, insects, plants) used as unit modifiers if no hyphen appears in their original form. (See list of plant names, p. 131, and insect names, p. 135.)

carbon monoxide poisoning	whooping cough remedy
guinea pig raising	<i>but</i> screw-worm raising
hog cholera serum	Russian-olive plantings
methyl bromide solution	white-pine weevil
stem rust control	Douglas-fir tree

6.43. Chemical elements used in combination with figures use a hyphen, except with superior figures.

polonium-210      uranium-235; *but* U<sup>235</sup>; Sr<sup>90</sup>; <sup>92</sup>U<sup>234</sup>      Freon-12

6.44. Note use of hyphens and closeup punctuation in chemical formulas.

9-nitroanthra(1,9,4,10)bis(1)oxathiazone-2,7-bisdioxide  
Cr-Ni-Mo  
2,4-D

6.45. Print a hyphen between the elements of technical compound units of measurement.

candle-hour	light-year
horsepower-hour	passenger-mile
kilowatt-hour	

**Improvised compounds**

6.46. Print with a hyphen the elements of an improvised compound.

blue-pencil (v.)	make-believe (n.)
18-year-old (n.)	stick-in-the-mud (n.)
first-come-first-served basis	let-George-do-it attitude
know-it-all (n.)	how-to-be-beautiful course
know-how (n.)	hard-and-fast rule

6.47. Use hyphens in a prepositional-phrase compound noun consisting of three or more words.

cat-o'-nine-tails	man-of-war	<i>but</i> coat of arms
government-in-exile	mother-in-law	heir at law
grant-in-aid	mother-of-pearl	next of kin
jack-in-the-box	patent-in-fee	officer in charge

6.48. When the corresponding noun form is printed as separate words, the verb is always hyphenated.

cold-shoulder      blue-pencil      cross-brace

6.49. Print a hyphen in a compound formed of repetitive or conflicting terms and in a compound naming the same thing under two aspects.

boogie-woogie	devil-devil	walkie-talkie
comedy-ballet	farce-melodrama	willy-nilly
dead-alive	pitter-patter	young-old

6.50. Use a hyphen in a nonliteral compound expression containing an apostrophe in its first element.

asses'-eyes	cat's-paw	<i>but</i> The cat's paw is soft.
ass's-foot	crow's-nest	There is the crow's nest.
bull's-eye		

**6.51.** Print a hyphen to join a single capital letter to a noun or a participle.

H-bomb  
I-beam  
T-shaped

U-boat  
V-necked  
X-ray

X-raying  
S-iron  
T-square

**6.52.** Print idiomatic phrases without hyphens.

come by  
inasmuch as

insofar as  
Monday week

## 7. GUIDE TO COMPOUNDING

7.1. The following list is based on the rules for compounding given on pages 73 to 80. Manifestly, such a list cannot be complete. However, by analogy with listed words of like prefixes or suffixes, with consideration given to length and readability, and the application of the rules, fuller treatment of unlisted compounds will be achieved. Nevertheless, the list is reasonably complete for meeting the needs of printers, editors, and writers.

7.2. In order to keep the list from becoming cumbersome, certain restrictions had to be adopted.

7.3. The listing of hyphenated compounds ending in *ed* was kept to a minimum, it being thought adequate to give one or two examples under a keyword rather than to admit needless repetition.

7.4. Similarly, many two-word forms which create no difficulty were omitted.

7.5. On the other hand, care was exercised to achieve fuller coverage of solid compounds, particularly when the adopted form is at variance with that laid down in Webster's New International Dictionary. It should be added that while Webster's, with indicated exceptions (pp. 61-65), is our guide to the spelling of words, it is not our guide for the compounding of words. The rules and the guide prescribe and limit our practice.

7.6. Distinction should be made between words used in a non-literal sense—e.g., *highlight* (prominent detail), *sideline* (added activity), where the one-word form differentiates from literal use—e.g., *high light* (elevation of a light), *side line* (physical line), where the two-word form frequently assures proper emphasis in pronouncing more distinctly each word in the group.

7.7. Distinction should also be made in the compounding of two words to form an adjective modifier and the use of the same words as a predicate adjective; e.g., "crystal-clear water," *but* "the water is crystal clear"; "fire-tested material," *but* "the material is fire tested."

7.8. Caution should be exercised in distinguishing when a succession of words is intended as a compound and when it is merely a collocation; e.g., "we know someone who will do it," *but* "we ought to master some one thing well."

7.9. For better appearance, it may sometimes be necessary to treat alike words which would have different forms when they appear separately; e.g., *bumblebee* and *queen bee*, *farmhand* and *ranch hand*. In juxtaposition, these and similar words should be made uniform by being printed as two words. This is only a temporary expedient and does not supersede the list.

7.10. Combining forms and prefixes are usually printed solid. For greater readability, the hyphen is sometimes required to avoid doubling a vowel (*anti-inflation*, *naso-orbital*), except as indicated in rule 6.7; or not to change a normally capitalized word (*mid-April*, *non-European*); or to assure distinct pronunciation of each element of a compound or ready comprehension of intended meaning (*contra-ion*,

*un-ionized*); or to join a combining form or prefix to an already hyphenated compound (*equi-gram-molar, pro-mother-in-law*).

**7.11.** As nouns and adjectives, *holdup, calldown, layout, makeup*, and similar words should be printed solid. Their *er* derivatives (*holder-up, caller-down, layer-out, and maker-up*) require hyphens. On the other hand, such compounds as *run-in, run-on, and tie-in* resist quick comprehension when solid. They are therefore hyphenated.

**7.12.** Words spelled alike but pronounced differently, such as *tear-dimmed* and *tearsheet, wind tunnel* and *windup*, are listed under the same keyword.

**7.13.** This list does not include the large group of plant and insect names which are covered in separate lists, pages 131 to 136.

**7.14.** The abbreviations *adv.* (adverb), *n.* (noun), *v.* (verb), *u.m.* (unit modifier), *pref.* (prefix), *c.f.* (combining form), and *conj.* (conjunction) indicate function.

[Words printed flush are combined with the words which follow to form solid or hyphenated compounds; a spacemark (#) indicates a two-word form (note that two-word forms in the adjective position use a hyphen, except as laid down in rule 6.16, p. 75)]

<b>A</b> #B #C (n.) -B-C (u.m.) -bomb -day -flat #1 (rating) -sharp <b>A</b> -frame -pole <b>a</b> -borning, etc. foot piece (adv.) sea shipboard while (adv.) <b>abdomino</b> (c.f.) <i>all one word</i> <b>able</b> -bodied (u.m.) -minded (u.m.) about-face <b>above</b> board -cited (u.m.) deck -found (u.m.) -given (u.m.) ground (u.m.) -mentioned (u.m.) -named (u.m.) proof -said (u.m.) -water (u.m.) -written (u.m.) absentminded ace-high (u.m.) <b>acid</b> #bath fast proof -treat (v.) worker works ack-ack <b>acre</b> -foot -inch <b>actino</b> (c.f.) <i>all one word</i> <b>ad</b> man smith <b>adder</b> bolt fish	<b>addle</b> brain head pate <b>adeno</b> (c.f.) <i>all one word</i> <b>aero</b> (c.f.) -otitis <i>rest one word</i> <b>afore</b> <i>all one word</i> Aframerican Afro-American <b>after</b> (c.f.) <i>all one word</i> agar-agar agataware <b>age</b> less long -old (u.m.) -stricken (u.m.) -weary (u.m.) agencywide <b>ague</b> -faced (u.m.) -plagued (u.m.) proof -sore (u.m.) aide-de-camp <b>air</b> base #bends bill blast -blasted (u.m.) blown borne bound brained brake brush burst -clear (u.m.) coach -condition (v.) -conditioned (u.m.) -conditioning (u.m.) -cool (v.) -cooled (u.m.) craft crew crewman -dried (u.m.)	<b>air-con.</b> -driven (u.m.) drome drop -dry (u.m., v.) #duct field -floated (u.m.) flow foil -formed (u.m.) frame freight freighter gap glow hammer head hole hose lane lift #line (line for air) line (aviation) liner link load locked mail man mark (v.) marker mass minded #navigation park path photo plane port (all mean-ings) power scoop show sleeve ship sick sickness -slaked (u.m.) space speed stream strike strip tight #time (radio and TV)	<b>air-con.</b> #train #twist ward wave way wayman #well wise woman worthy <b>alder</b> -leaved (u.m.) man woman <b>ale</b> cup -fed (u.m.) glass house yard alkali #land <b>all</b> -absorbing (u.m.) -aged (u.m.) -American -clear (n., u.m.) -fired (u.m.) -flotation (mining) #fours #hail #in mark (printing) mouth (fish) -out (u.m.) over (n., u.m.) -possessed (u.m.) #right -round (u.m.) spice -star (u.m.) time (u.m.) wise alleyway <b>alio</b> (c.f.) <i>all one word</i> <b>alms</b> giver giving house man <b>along</b> ship shore side <b>alpen</b> glow stock	<b>alpha</b> -cellulose -iron -naphthol #ray #test also-ran (n., u.m.) <b>altar</b> piece wise <b>alto</b> cumulus #horn relieve stratus <b>amber</b> -clear (u.m.) -colored (u.m.) fish -tipped (u.m.) <b>ambi</b> (c.f.) <i>all one word</i> amidships <b>amino</b> #acid <i>as prefix, all one word</i> <b>ampere</b> -foot -hour meter -minute -second <b>amphi</b> (pref.) <i>all one word</i> <b>amyo</b> (c.f.) <i>all one word</i> <b>anchor</b> hold #light plate <b>angel</b> cake -eyed (u.m.) -faced (u.m.) fish food <b>angio</b> (c.f.) <i>all one word</i> <b>angle</b> hook #iron meter sight wing wise worm
---	---	---	---	---

<b>Anglo</b> (c.f.) -American, etc. <i>rest one word</i>	<b>arch</b> (pref.)—con. duke enemy -Protestant way wise	<b>assembly</b> man #line #room	<b>back—con.</b> flow -focus (v.) furrow ground hand handed haul hauled -in (n., u.m.) land(s) lash list (v.) log lotter pack paddle (v.) pay payment pedal (v.) piece plate rest road room run saw scatter set shift slide space spin spread staff stage stairs stamp stitch stop strap -streeter stretch (n.) string strip (book) stroke -swath (v.) swept swing tack talk tender tenter -titrate (v.) track (v.) trail trailer up (n., u.m.) wall ward wash water way woods yard yarder	<b>bail</b> out (n., u.m.) piece wood ballsmen <b>bake</b> board house pan shop stove <b>bald</b> #eagle faced head (n.) headed pate <b>ball</b> pay field flower -like player point (u.m.) proof room stock ballot #box <b>band</b> box cutter man master #pulley saw sawed sawing sawyer stand string -tailed (u.m.) wagon width work bandsman <b>bandy</b> ball -legged (u.m.) <b>bang</b> tail up (n., u.m.) <b>bank</b> book man note #paper side (stream) <b>banner</b> fish man bantamweight <b>bar</b> #bit keeper maid man master post room tender way wise -wound (u.m.) barbed #wire <b>barber</b> fish shop <b>bare</b> -armed (u.m.) back backed boat bone boned faced foot footed handed headed legged
<b>anhydr(o)</b> (c.f.) <i>all one word</i>	<b>archo</b> (c.f.) <i>all one word</i>	<b>astro</b> (c.f.) <i>all one word</i>	<b>athwart</b> hawse ship wise attorney #at #law	<b>audible</b> frequency gram meter visual
<b>ankle</b> bone -deep (u.m.) jack	<b>areaway</b> <b>areo</b> (c.f.) <i>all one word</i>	<b>auger</b> #box #drill	<b>author</b> craft ship authotype	<b>awe</b> -bound (u.m.) -filled (u.m.) -inspired (u.m.) some
<b>ant</b> eater hill	<b>aristo</b> (c.f.) <i>all one word</i>	<b>auri</b> (c.f.) -iodide <i>rest one word</i>	<b>auto</b> (c.f.) -objective -observation -omnibus -ophthalmoscope <i>rest one word</i>	<b>ax</b> -adz #grinder -grinding (u.m.) hammer head maker man -shaped (u.m.) stone
<b>ante</b> (pref.) #bellum, etc. -Christian, etc. #mortem mortem (non-literal) <i>rest one word</i>	<b>arm</b> band bone chair hole lift load piece pit plate rack rest -shaped (u.m.)	<b>axo</b> (c.f.) <i>all one word</i>	<b>arm's-length</b> (u.m.)	<b>axle</b> load smith tree
<b>antero</b> (c.f.) <i>all one word</i>	<b>armor</b> #bearer #belt -clad (u.m.) -piercing (u.m.) plate -plated (u.m.)	<b>azo</b> (c.f.) -orange -orchil -orseilline <i>rest one word</i>	<b>army</b> man woman	<b>B-flat</b> <b>baby</b> face (n.) faced #food sit (v.) sitter sitting
<b>anthra</b> (c.f.) <i>all one word</i>	<b>arm's-length</b> (u.m.)	<b>back</b> ache band bite (v.) board bone boned breaker cap chain charge -country (u.m.) cross date dated down (n., u.m.) drop face feed fill fire flap flash	<b>astro</b> (c.f.) <i>all one word</i>	<b>backer</b> -down -off -up badland(s) (geol.)
<b>anthropo</b> (c.f.) <i>all one word</i>	<b>arseno</b> (c.f.) <i>all one word</i>	<b>backer</b> -down -off -up badland(s) (geol.)	<b>ax</b> -adz #grinder -grinding (u.m.) hammer head maker man -shaped (u.m.) stone	<b>bag</b> boy -cheeked (u.m.) house maker making man pipe ref room -shaped (u.m.) worm
<b>anti</b> (pref.) -American, etc. christ god -hog-cholera (u.m.) -icer, -imperial, -inflation, etc. -missile-missile (u.m.) missile, personal, trust, etc. -New #Deal, etc. <i>rest one word</i>	<b>art</b> -colored (u.m.) craft ware work	<b>backer</b> -down -off -up badland(s) (geol.)	<b>arm</b> man woman	<b>baggage</b> man master #rack #room #train
<b>antio</b> (c.f.) <i>all one word</i>	<b>arterio</b> (c.f.) <i>all one word</i>	<b>backer</b> -down -off -up badland(s) (geol.)	<b>ant</b> eater hill	
<b>antiv</b> -faced (u.m.) -headed (u.m.) maker smith	<b>arthro</b> (c.f.) <i>all one word</i>	<b>backer</b> -down -off -up badland(s) (geol.)	<b>ante</b> (pref.) #bellum, etc. -Christian, etc. #mortem mortem (non-literal) <i>rest one word</i>	
<b>any</b> body how #more one #one (one thing or one of a group) place (adv.) thing way(s) where wise	<b>artillery</b> man ship	<b>backer</b> -down -off -up badland(s) (geol.)	<b>ant</b> eater hill	
<b>aorto</b> (c.f.) <i>all one word</i>	<b>asbestos</b> -covered (u.m.) -packed (u.m.) #rock	<b>backer</b> -down -off -up badland(s) (geol.)	<b>ant</b> eater hill	
<b>apo</b> (pref.) <i>all one word</i>	<b>ash</b> bin can #color -colored (u.m.) -free (u.m.) -gray (u.m.) #heap man pan pile pit tray	<b>backer</b> -down -off -up badland(s) (geol.)	<b>ant</b> eater hill	
<b>apple</b> cart grower jack juice sauce -scented (u.m.)	<b>April-fool</b> (v.)	<b>backer</b> -down -off -up badland(s) (geol.)	<b>ant</b> eater hill	
<b>april-fool</b> (v.)	<b>aqua</b> #fortis #green marine meter plane puncture tint tone	<b>backer</b> -down -off -up badland(s) (geol.)	<b>ant</b> eater hill	
<b>april-fool</b> (v.)	<b>quo</b> (c.f.) -ion <i>rest one word</i>	<b>backer</b> -down -off -up badland(s) (geol.)	<b>ant</b> eater hill	
<b>april-fool</b> (v.)	<b>arc</b> -over (n., u.m.) -weld (v.)	<b>backer</b> -down -off -up badland(s) (geol.)	<b>ant</b> eater hill	
<b>april-fool</b> (v.)	<b>arch</b> (pref.) band bishop	<b>backer</b> -down -off -up badland(s) (geol.)	<b>ant</b> eater hill	

<b>bare—con.</b>	<b>battle—con.</b>	<b>bed—con.</b>	<b>bell—con.</b>	<b>bill</b>
necked	dore	lamp	house	back
worn	-fallen (u.m.)	-fallen (u.m.)	maker	beetle
<b>barge</b>	field	light	making	board
board	front	#linen	man	book
#course	ground	load	mouthed	broker
house	#jacket	maker	ringer	broking
-laden (u.m.)	line	man	ringing	bug
line	plane	mate	wether	fish
load	-scarred (u.m.)	pad	<b>bellows</b>	fold
man	ship	pan	maker	head
master	#star	plate	making	heading
<b>bark</b>	stead	post	man	holder
bound	wagon	quilt		hook
cutter	wise	rail	<b>belly</b>	poster
peel	<b>bay</b>	ridden	ache	posting
peeler	bolt	rock	band	sticker
#rot	man	room	bound	<b>billet</b>
-tanned (u.m.)	#rum	screw	buster	-doux
<b>barley</b>	<b>beach</b>	sheet	button	head
corn	comber	sick	fed (u.m.)	man
field	head	side	land (v.)	billingsgate
mow	man	sore	piece	<b>bio</b> (c.f.)
#water	master	space	pinch	-aeration
<b>barn</b>	wagon	spread	belowstairs	-osmosis
#dance	<b>bead</b>	spring	<b>belt</b>	<i>rest one word</i>
man	flush	stand	-driven (u.m.)	<b>birch</b>
stormer	house	stead	maker	bark
yard	roll	straw	making	wood
<b>barracksmate</b>	work	#timber	man	<b>bird</b>
<b>barrel</b>	<b>beak</b>	time	saw	bath
head	head	ward	<b>bench</b>	bander
maker	iron	way	board	banding
making	-shaped (u.m.)	<b>bee</b>	fellow	cage
-roll (v.)	beakerman	bread	-hardened (u.m.)	call
-shaped (u.m.)	<b>beam</b>	-eater	land	catcher
<b>base</b>	filling	herd	made (u.m.)	craft
ball	house	hive	man	#dog
ball #bat	maker	house	mark (nonliteral)	-eyed (u.m.)
baller	-making (u.m.)	keeper	#mark (surveying)	-faced (u.m.)
board	man	keeping	warmer	house
hearted	room	line	work	land
line	#trawl	man	<b>bent</b>	life
#line (surveying)	work	way	wing (n., u.m.)	lime
load	<b>bean</b>	beech	wood	lore
man (n.)	bag	nut	<b>benzo</b> (c.f.)	man
#metal	cod	wood	<i>all one word</i>	mouthed
-minded (u.m.)	-fed (u.m.)	<b>beef</b>	<b>berry</b>	seed
#pay	field	eater	-brown (u.m.)	shop
<b>basi</b> (c.f.)	picker	#extract	#cone	shot
<i>all one word</i>	pole	-faced (u.m.)	picker	skin
<b>basket</b>	pot	head	picking	#song
ball	setter	steak	<b>best</b>	stone
baller	-shaped (u.m.)	tongue	#clad	woman
#case	stalk	<b>beer</b>	#dressed	<b>bird's</b>
fish	<b>bear</b>	#cellar	#known	-eye
maker	baiting	maker	#man	#nest (literal) (n.)
ware	herd	#yeast	seller (n.)	-nest (n., u.m., v.)
#weave	hide	<b>bees</b>	selling (u.m.)	<b>birth</b>
woman	hound	wax	<b>beta</b>	bed
work	off (n., u.m.)	v.ing	-glucose	#date
bas-relief	skin	<b>beet</b>	#ray	day
<b>bass</b>	trap	field	#test	#flower
-bar	<b>beater</b>	#pulp	tron	land
#drum	man	#sugar	#wave	mark
#horn	-out	<b>beetle</b>	<b>between</b>	mate
#viol	#press	-browed (u.m.)	brain	place
<b>bat</b>	-up	head	decks	#rate
blind	<b>beauty</b>	headed	whiles	right
-eyed (u.m.)	-blind (u.m.)	stock	<b>bi</b> (pref.)	stone
fish	-clad (u.m.)	stone	-illic	#year
fowl	proof	<b>before</b>	<i>rest one word</i>	<b>biscuit</b>
man	#shop	-cited (u.m.)	<b>big</b>	#baker
wing	<b>beaver</b>	hand	-eared (u.m.)	maker
<b>bath</b>	board	-mentioned (u.m.)	eye (fish)	making
house	pelt	-named (u.m.)	-eyed (u.m.)	-shaped (u.m.)
mat	<b>bed</b>	time	head (ego)	<b>bismuto</b> (c.f.)
robe	board	<b>beggar</b>	hearted	<i>all one word</i>
room	bug	man	horns (sheep)	<b>bit</b>
#towel	case	woman	-horned (u.m.)	stock
tub	chair	behindhand	house (penitentiary)	wise
<b>bats</b>	chamber	<b>bell</b>	#league (n.)	<b>bitter</b>
man	clothes	bird	-leaguer	#end
wing (cloth)	cord	-bottomed (u.m.)	mouthed	-ender
<b>batter</b>	cover	boy	name (top rank)	head
cake	fast	#buoy	(n., u.m.)	hearted
man	fellow	-crowned (u.m.)	time (top rank)	sweet
<b>battle</b>	foot	hanger	(n., u.m.)	-tongued (u.m.)
ax	frame	hop		<b>black</b>
#cruiser	goer			ball (nonliteral)
				bird

<b>black—con.</b>	<b>blood</b>	<b>blue—con.</b>	<b>bog—con.</b>	<b>book—con.</b>
board	#bank	-hot (u.m.)	trotter	case
-bordered (u.m.)	beat	jack	way	craft
damp	borne	jacket	<b>boil</b>	dealer
-eyed (u.m.)	#count	#jay	down (n., u.m.)	#end
face	curdling	nose	off (n., u.m.)	fair
facéd	-drenched (u.m.)	-pencil (v.)	out (n., u.m.)	-fed (u.m.)
fire	fin (fish)	point (oyster)	over (n., u.m.)	fold
fish	-giving (u.m.)	print	<b>boiler</b>	keeper
guard	guilty	stocking	house	keeping
hearted	-hot (u.m.)	stone	maker	-learned (u.m.)
jack	hound	streak (nonlit- eral)	making	#learning
leg	letting	throat (bird)	man	-lined (u.m.)
#letter	line	tongue (n.)	-off	list
list	mobile	wing (bird)	-out	lore
mail	#pressure	<b>blunder</b>	plate	lover
mark	-red (u.m.)	buss	room	maker
#market (n.)	ripe	head	shop	making
-market (u.m., v.)	shed	<b>blunt</b>	smith	man
-marketeer	shot	-edged (u.m.)	works	mark
-marketer	spiller	hearted	<b>boiling</b>	mate
mouthed	spilling	-spoken (u.m.)	#house	#mobile
out (n., u.m.)	spot	<b>boar</b>	#point	plate
plate (printing)	stain	skin	<b>bold</b>	rack
print	stock	spear	face (printing)	rest
-robed (u.m.)	stone	staff	facéd	room
#sheep	stream	<b>board</b>	hearted	sale
shirted	sucker	#foot	-spirited (u.m.)	seller
smith	sucking	maker	bolsterwork	selling
snake	#test	man	<b>bolt</b>	shelf
strap (n.)	thirst	#measure	cutter	shop
#widow	thirsty	rack	head	stack
blameworthy	#type	walk	header	stall
<b>blank</b>	-warm (u.m.)	<b>boarding</b>	heading	stamp
book	<b>bloody</b>	house	hole	stand
#check	hearted (u.m.)	#school	maker	-stitching (u.m.)
<b>blanket</b>	-nosed (u.m.)	<b>boat</b>	-shaped (u.m.)	store
maker	-red (u.m.)	bill (bird)	smith	-taught (u.m.)
making	<b>blossom</b>	builder	strake	#trade
<b>blast</b>	bill (duck)	building	work	wise
hole	-bordered (u.m.)	hook	<b>bomb</b>	work
plate	head (duck)	head	#bay	worm
<b>blasto (c.f.)</b>	-laden (u.m.)	house	drop	wright
<i>all one word</i>	time	keeper	line	writer
<b>bleach</b>	<b>blow</b>	load	proof	<b>boom</b>
field	back	loader	shell	boat
ground	box	loading	sight	#brace
house	by (n., u.m.)	man	thrower	-ended (u.m.)
man	cock	master	-throwing (u.m.)	#sail
works	down (n., u.m.)	owner	<b>bond</b>	#stay
yard	gun	setter	holder	town
<b>blear</b>	hard (n.)	shop	man	truck
eye	hole	side	#paper	yard
-eyed (u.m.)	iron	swain	slave	<b>boondoggling</b>
-witted (u.m.)	lamp	tail	stone	<b>boot</b>
<b>blepharo (c.f.)</b>	line	woman	woman	black
<i>all one word</i>	off (n., u.m.)	wright	<b>bonds</b>	boy
<b>blight</b>	out (n., u.m.)	yard	man	holder
bird	outproof	<b>bob</b>	woman	hose
-resistant (u.m.)	pipe	cat	<b>bone</b>	jack
<b>blind</b>	proof	sled	ache	lace
-bomb (v.)	spray	stay	#ash	last
fish	through (u.m.)	tail	black	leg
-flying (u.m.)	torch	white	breaker	legger
fold	tube	<b>bobby</b>	-bred (u.m.)	lick
-loaded (u.m.)	up (n., u.m.)	pin	dog (fish)	maker
#man	<b>blue</b>	-soxer	-dry (u.m.)	making
#pig	-annealed (u.m.)	<b>body</b>	-eater	strap
spot	beard (n.)	bearer	fish	#top
stitch	bill (bird)	bending	-hard (u.m.)	#tree
story	bird	bulder	head	<b>border</b>
worm	blood	-centered (u.m.)	headed	land
blink-eyed (u.m.)	blooded	guard	lace	line
<b>blithe</b>	bonnet	maker	meal	<b>bore</b>
hearted	book (nonliteral)	making	set	hole
-looking (u.m.)	bottle	man	setter	safe
<b>blitz</b>	breast (bird)	-mind	shaker	sight
buggy	coat (n.)	plate	work	<b>bosom</b>
krieg	#devil	#politic	-white (u.m.)	-deep (u.m.)
<b>block</b>	-eye (bird)	work	work	-folded (u.m.)
buster	-eyed (u.m.)	<b>bog</b>	<b>booby</b>	maker
head	fish	-eyed (u.m.)	#hatch	-making (u.m.)
headed	gill	#iron	trap	<b>bottle</b>
hole (v.)	grass	land	boogie-woogie	bird
house	-gray (u.m.)	man	<b>book</b>	-fed (u.m.)
#letter	-green (u.m.)	trot (v.)	binder	holder
like	hearted		bindery	maker
maker			binding	making
making			board	neck
man				
ship				

<b>bottle—con.</b>	<b>brake—con.</b>	<b>breast—con.</b>	<b>bridle</b>	<b>brow—con.</b>
nose (fish)	man	pin	#gate	bound
-nosed (u.m.)	meter	plate	man	piece
tight	power	plow	wise	point
#washer	shoe	rail	briefcase	post
<b>bottom</b>	#wheel	rope	<b>bright</b>	<b>brown</b>
#land	brandnew (u.m.)	wise	-colored (u.m.)	back
#plate	<b>brandy</b>	wood	-eyed (u.m.)	#bread
boughpot	-burnt (u.m.)	work	work	-eyed (u.m.)
<b>bow</b>	man	<b>breath</b>	<b>brilliant</b>	line (n., u.m.)
back	wine	-blown (u.m.)	-cut (u.m.)	out (n., u.m.)
bent	<b>brass</b>	-tainted (u.m.)	-green (u.m.)	print
#compass	-armed (u.m.)	taking	brimstone	#rot
fin (fish)	#band	bredstitch	<b>brine</b>	#rust
grace	-bold (u.m.)	<b>breech</b>	bound	stone
head	bound	block	#cooler	tail (moth)
knot	#hat	cloth	house	<b>brush</b>
legged	-smith	loader	man	ball
light	ware	-loading (u.m.)	-soaked (u.m.)	bird
line	#winds	lock	bringer-up	#holder
maker	worker	piece	<b>bristle</b>	land
making	works	pin	bird	maker
man	<b>brave</b>	plug	cone (u.m.)	making
-necked (u.m.)	hearted	sight	-pointed (u.m.)	man
#oar	-looking (u.m.)	<b>breeze</b>	tail	off (n., u.m.)
pin	-minded (u.m.)	-borne (u.m.)	bristolboard	-treat (v.)
#saw	<b>brazen</b>	-lifted (u.m.)	<b>broad</b>	wood
shot	-browed (u.m.)	-swept (u.m.)	acre	work
sprit	face	way	ax	<b>brusher</b>
stave	faced	<b>brew</b>	band (n., u.m.)	-off
string	<b>bread</b>	house	(radio)	-up
woman	basket	master	-beamed (u.m.)	bubble #gum
worker	board	<b>bribe</b>	bill (bird)	<b>buck</b>
wow	box	-free (u.m.)	brim	eye
bowerbird	crumb	giver	cast	-eyed (u.m.)
<b>bowl</b>	earner	giving	caster	#fever
maker	earning	taker	cloth	horn
-shaped (u.m.)	fruit	taking	#gag	hound
<b>box</b>	#knife	worthy	head	passer
board	line	<b>bric-a-brac</b>	hearted	passing
boy	liner	<b>brick</b>	#jump	plate
car	maker	bat	leaf (n.)	pot
fish	making	bound	-leaved (u.m.)	saw
girl	man	-built (u.m.)	loom	shot
haul	plate	-colored (u.m.)	minded	skin
head (printing)	seller	field	-mouthed (u.m.)	skinned
keeper	stuff	kin	share (n., v.)	stall
#kite	#tray	layer	sheet (n.)	stay
maker	winner	laying	side	stove
making	winning	liner	sword	tail
man	<b>break</b>	maker	tail (n.)	tooth
#office	away (n., u.m.)	making	way	wagon
#score	ax	mason	wife	wash
#spring	back (n., u.m.)	-red (u.m.)	wise	<b>bucket</b>
truck	bone (fever)	setter	woven	maker
work	#circuit	wise	<b>broken</b>	making
<b>boxer</b>	down (n., u.m.)	work	-down (u.m.)	man
-off	-even (u.m.)	yard	hearted	#seat
-up	fast	<b>bride</b>	-legged (u.m.)	-shaped (u.m.)
<b>brachio (c.f.)</b>	fast #room	bed	-mouthed (u.m.)	shop
<i>all one word</i>	front	bowl	<b>bromo (c.f.)</b>	<b>bud</b>
<b>brachy (c.f.)</b>	-in (n., u.m.)	cake	<i>all one word</i>	time
<i>all one word</i>	#iron	chamber	<b>bronchio (c.f.)</b>	wood
<b>brain</b>	line (printing)	cup	<i>all one word</i>	<b>buff</b>
ache	neck	groom	<b>broncho (c.f.)</b>	-tipped (u.m.)
cap	off (n., u.m.)	knot	<i>all one word</i>	ware
child	out (n., u.m.)	lace	<b>broncobuster</b>	-yellow (u.m.)
-cracked (u.m.)	over (n., u.m.)	maiden	<b>bronze</b>	<b>buffalo</b>
craft	point	stake	bound	back (fish)
fag	stone	<b>brides</b>	-clad (u.m.)	#dance
#fever	through (n., u.m.)	maid	-covered (u.m.)	<b>bug</b>
pan	time	man	-red (u.m.)	bear
power	up (n., u.m.)	<b>bridge</b>	smith	bite
sick	water	board	wing (bird)	-eyed (u.m.)
-spun (u.m.)	wind	builder	<b>broom</b>	fish
storm	<b>breaker</b>	head	#handle	head (fish)
-tired (u.m.)	-down	house	-leaved (u.m.)	house
wash	man	keeper	maker	proof
washed	-off	maker	-making (u.m.)	buildup (n., u.m.)
washing	-up	man	stick	built
work	<b>breast</b>	master	tail	-in (u.m.)
worker	band	piece	<b>brother</b>	-up (u.m.)
<b>brake</b>	beam	pot	-german	<b>bulb</b>
drum	bone	#rail	hood	#rod
hand	-deep (u.m.)	tree	-in-law	-tee (u.m.)
head	-fed (u.m.)	#wall	<b>brow</b>	<b>bulbo (c.f.)</b>
#lining	-high (u.m.)	ward	beat	<i>all one word</i>
load	hook	way	beaten	
maker	mark	work	beating	
making	piec			



<b>bulk</b>	<b>bush—con.</b>	<b>C</b>	<b>camera</b>	<b>cap—con.</b>
head	making	-sharp	#lucida	shore
headed	man	-star	man	stone
-pile (v.)	master	<b>C-tube</b>	#obscura	<b>car</b>
weigh (v.)	ranger	<b>cab</b>	<b>camp</b>	barn
<b>bull</b>	ranging	driver	#bed	borne
back	whacker	driving	#chair	boy
baiting	whacking	fare	craft	break
cart	wife	man	fire	builder
dog	woman	#owner	#follower	fare
doze	woman	stand	#ground	#ferry
dozer	<b>bushel</b>	<b>cabbage</b>	#meeting	goose
-faced (u.m.)	man	fly	site	hop
#fiddle	woman	head	stool	line
fight	<b>business</b>	worm	ward	load
fighter	man	<b>cabin</b>	<b>can</b>	lot
fighting	woman	#car	#buoy	man
finch	<b>bustup (n., u.m.)</b>	house	capper	-mile
frog	<b>busy</b>	<b>cabinet</b>	maker	pool
head	body	maker	making	port
headed	-fingered (u.m.)	work	not	shop
hide	head	worker	#opener	sick
man	headed	working	<b>canal</b>	wash
-mouthed (u.m.)	-idle	<b>cable</b>	boat	washing
neck	work	#car	man	#wheel
nose	<b>butt</b>	holder	side	<b>carbo (c.f.)</b>
nosed	-joint (v.)	-laid (u.m.)	<b>candle</b>	<i>all one word</i>
pen	saw	man	bomb	<b>carbol (c.f.)</b>
ring	stock	#ship	box	<i>all one word</i>
skin	strap	way	fish	<b>carcino (c.f.)</b>
#terrier	-weld (v.)	<b>caseo (c.f.)</b>	-foot	<i>all one word</i>
toad	<b>butter</b>	<i>all one word</i>	holder	<b>card</b>
-voiced (u.m.)	ball	<b>case</b>	-hour	board
whack	bill	#bird	light	case
whacker	bird	man	lighter	holder
whip	box	*stand	lighting	-index (u.m., v.)
<b>bullet</b>	-colored (u.m.)	work	lit	maker
head	fat	<b>cake</b>	maker	making
headed	fingered	baker	making	player
maker	fingers	box	-meter	room
making	fish	bread	power	sharp
proof	head	-eater	-shaped (u.m.)	stock
<b>bull's</b>	#knife	house	stand	<b>cardio (c.f.)</b>
-eye (nonliteral)	maker	maker	stick	-aortic
-foot	making	mixer	wick	<i>rest one word</i>
<b>bumble</b>	man	-mixing (u.m.)	wright	<b>care</b>
bee	milk	walk	<b>candy</b>	free
foot	mouth	walker	maker	-laden (u.m.)
kite	mouthed	<b>calci (c.f.)</b>	stick	taker
<b>bumboat</b>	nut	<i>all one word</i>	<b>cane</b>	taking
<b>bung</b>	#packer	<b>calf</b>	-backed (u.m.)	-tired (u.m.)
hole	print	bound	brake	worn
maker	-rigged (u.m.)	#love	#chair	<b>carpet</b>
start	scotch	skin	crusher	bag
<b>bunk</b>	-smooth (u.m.)	time	cutter	bagger
house	wife	<b>calico</b>	field	bagging
load	woman	back (fish)	#press	beater
<b>buntline</b>	worker	#bass	#seat	beating
<b>burn</b>	-yellow (u.m.)	calk-weld (v.)	#sugar	#cleaner
-in (n., u.m.)	<b>button</b>	<b>call</b>	work	-cleaning (u.m.)
out (n., u.m.)	-eared (u.m.)	back (n., u.m.)	<b>canker</b>	-covered (u.m.)
over (n., u.m.)	-headed (u.m.)	box	bird	fitter
up (n., u.m.)	hold	boy	-eaten (u.m.)	fitting
<b>burned-over (u.m.)</b>	holder	down (n., u.m.)	-mouthed (u.m.)	layer
<b>burner-off</b>	holer	-in (n., u.m.)	#sore	laying
<b>burnt</b>	holing	#market	<b>cannon</b>	#loom
-out (u.m.)	note	off (n., u.m.)	ball	maker
-up (u.m.)	hook	out (n., u.m.)	proof	making
<b>bus</b>	maker	-over (n., u.m.)	<b>canoe</b>	-smooth (u.m.)
#bar	making	#rate	load	#snake
boy	mold	up (n., u.m.)	man	#stitch
#conductor	#strike	<b>cam</b>	<b>canvas</b>	#sweeper
driver	worker	shaft	back	-sweeping (u.m.)
driving	<b>buzz</b>	#switch	-covered (u.m.)	way
fare	#bomb	#wheel	maker	weaver
line	#saw	<b>camel</b>	making	-weaving (u.m.)
man	#wig	back (rubber)	man	web
<b>bush</b>	<b>buzzerphone</b>	-backed (u.m.)	#shoe	work
beater	by	driver	#stitch	woven
buck	-and-by	-faced (u.m.)	work	wofen (c.f.)
fighter	-by	keeper	worker	<b>carpo (c.f.)</b>
fighting	-the-way (n., u.m.)	man	<b>cap</b>	-olecranal
-grown (u.m.)	-your-leave (n., u.m.)	<b>camel's</b>	-flash (v.)	<i>rest one word</i>
hammer	u.m.)	#hair (n.)	maker	<b>carriage</b>
-headed (u.m.)	<i>rest one word</i>	-hair (u.m.)	making	maker
hand			nut	-making (u.m.)
#league			screw	smith
-leaguer			sheaf	way
maker				carrierborne

<b>carrot</b>	<b>catch</b>	<b>centro (c.f.)</b>	<b>check—con.</b>	<b>chicken—con.</b>
-colored (u.m.)	all (n., u.m.)	<i>all one word</i>	out (n., u.m.)	pox
head (nonliteral)	-as-catch-can	<b>cephalo (c.f.)</b>	passer (n.)	#wire
juice	(n.m.)	<i>all one word</i>	passing	#yard
top (nonliteral)	cry	<b>cerato (c.f.)</b>	point	<b>chief</b>
<b>carry</b>	land	<i>all one word</i>	rack	#justice
all (n., u.m.)	line (printing)	<b>cerebro (c.f.)</b>	rail	-justiceship
around (n., u.m.)	penny	-ocular	rein	#mate
back (n., u.m.)	plate	<i>rest one word</i>	ring	<b>child</b>
-in (n., u.m.)	#title	<b>cervico (c.f.)</b>	roll	bearing
out (n., u.m.)	up (n., u.m.)	-occipital	roller	bed
over (n., u.m.)	water	-orbicular	room	birth
<b>cart</b>	weight	<i>rest one word</i>	rope	birthing
load	word	<b>cess</b>	row	hearted
man	work	pipe	rowed	hood
way	<b>cater</b>	pit	rower	kind
wheel (coin)	corner	pool	sheet	life
whip	cornered	chaffcutter	strap	-minded (u.m.)
wright	wauling	<b>chain</b>	string	ridden
<b>case</b>	<b>cat's</b>	#bag	up (n., u.m.)	wife
bearer	-eye (nonliteral)	#belt	#valve	<b>chill</b>
#binding	-paw (nonliteral)	-driven (u.m.)	washer	-cast (u.m., v.)
book	<b>cattle</b>	#gang	weigher	room
bound	#boat	maker	weighman	<b>chin</b>
finding	#breeder	making	work	band
hammer	feed	man	writer	-bearded (u.m.)
harden	man	stitch	writing	-chin
load	#raiser	store	<b>checker</b>	cloth
lot	-raising (u.m.)	work	board	cough
maker	#ranch	<b>chair</b>	breast (bird)	-high (u.m.)
making	yak	borne	-in	piece
mate	<b>cauliflower</b>	fast	-off	rest
mated	#ear	maker	-out	#shield
wood	-eared (u.m.)	making	-up	strap
work	#ware	man	wise	<b>china</b>
worker	<b>cause</b>	mender	work	#bark
worm	way	mending	<b>cheek</b>	-blue (u.m.)
caser-in	wayman	-shaped (u.m.)	bone	#shop
<b>cash</b>	cavalryman	warmer	piece	ware
book	cave	woman	strap	<b>China</b>
box	dweller	<b>chalk</b>	cheerleader	man
boy	-dwelling (u.m.)	cutter	<b>cheese</b>	town
girl	#fish	-eyed (u.m.)	board	woman
keeper	-in (n., u.m.)	line	box	<b>chip</b>
<b>cast</b>	man	stone	burger	board
away (n., u.m.)	cease-fire (n., u.m.)	-white (u.m.)	cake	munk
back (n., u.m.)	<b>cedar</b>	worker	cloth	#shot
-by (u.m.)	bird	<b>chamber</b>	curd	<b>chiro (c.f.)</b>
house	-colored (u.m.)	maid	cutter	<i>all one word</i>
off (n., u.m.)	#leaf	woman	head	chisel
out (n., u.m.)	maker	<b>change</b>	headed	#bit
-ridden (u.m.)	ware	house	#knife	-cut (u.m.)
-weld (v.)	<b>celi (c.f.)</b>	over (n., u.m.)	lip	-edged (u.m.)
<b>caster</b>	<i>all one word</i>	<b>chap</b>	maker	#grinder
-off	<b>celio (c. f.)</b>	book	making	#maker
-out	<i>all one word</i>	fallen	parer	mouth (fish)
<b>castlebuilder</b>	<b>cell</b>	<b>chapel</b>	paring	chitchat
(dreamer)	house	going	plate	chitter-chatter
<b>cat</b>	mate	man	#press	<b>chloro (c.f.)</b>
back	#tester	<b>char</b>	<b>chemico (c.f.)</b>	<i>all one word</i>
beam	#wall	coal	<i>all one word</i>	<b>chock</b>
bird	<b>cellar</b>	coaled	<b>chemo (c.f.)</b>	ablock
block	man	coaling	<i>all one word</i>	-full (u.m.)
boat	way	pit	<b>cherry</b>	<b>chocolate</b>
call	woman	woman	bird	-brown (u.m.)
-eyed (u.m.)	<b>cement</b>	<b>charge</b>	-colored (u.m.)	-coated (u.m.)
face (n.)	-covered (u.m.)	#book	picker	#maker
faced	maker	man	picking	<b>choir</b>
facing	making	off (n., u.m.)	#pie	boy
fall	mason	out (n., u.m.)	#pit	man
#fever	-temper (v.)	Charley horse	stone (nonliteral)	#master
fish	<b>census</b>	<b>chart</b>	#stone (literal)	#school
footed	#taker	house	#wine	wise
gut	-taking (u.m.)	room	<b>chess</b>	<b>choke</b>
head	<b>center</b>	<b>chatter</b>	board	bore
head	#bit	box	man	bored
#hook	board	mark	<b>chestnut</b>	boring
-ion	head (printing)	<b>check</b>	-colored (u.m.)	damp
like	line	bird	-red (u.m.)	out (n., u.m.)
nap	most	bite	<b>chicken</b>	point
nip	piece	book	bill	strap
-o'nine-tails	#point	hook	-billed (u.m.)	chokerman
piece	-second	-in (n., u.m.)	#breast	<b>chole (c.f.)</b>
skin	<b>centi (c.f.)</b>	line	breasted	<i>all one word</i>
stitch	<i>all one word</i>	list	#coop	<b>chondro (c.f.)</b>
tail	centimeter-gram-	mark	#farm	-osseous
walk	second	mate	feed	<i>rest one word</i>
	<b>centri (c.f.)</b>	nut	heart	<b>chop</b>
	<i>all one word</i>	off (n., u.m.)	hearted	-chop
			house	house

<b>chop-con.</b> stick #suey	<b>clampdown</b> (n., u.m.)	<b>clipper</b> -built (u.m.) man #ship	<b>club</b> #car #chair foot footed hand haul house #link man mobile ridden room root -shaped (u.m.)	<b>cock-con.</b> crowing eye eyed fight fighting head pit roach #robin spur sure tail -tailed (u.m.) up (n., u.m.)
<b>cho w</b> chow line #mein	<b>clans</b> man woman	<b>cloak</b> -and-dagger (n., u.m.) maker making room	<b>#steak</b> woman	<b>cockle</b> boat shell
<b>Christ</b> -given (u.m.) -inspired (u.m.) like	<b>clap</b> board net trap	<b>clock</b> case face house keeper maker making -minded (u.m.) room setter smith #tower wise work	<b>clutch</b> man #shaft <b>co</b> (pref.) -op exist, operate, etc. <i>rest one word</i>	<b>cocks</b> comb combed
<b>chromo</b> (c.f.) <i>all one word</i>	<b>clasp</b> hook #knife	<b>class</b> book -conscious (u.m.) #consciousness #day man mate room work	<b>coach</b> -and-four builder building maker making man whip woman work	<b>cod</b> bank fish fishery fishing head headed #liver man pitchings smack worm
<b>chronon</b> (c.f.) <i>all one word</i>	<b>claw</b> bar -footed (u.m.) hammer hatchet -tailed (u.m.)	<b>close</b> bred breeding -connected (u.m.) cross crossed crossing -cut (u.m.) down (n.) -fertilize (v.) fisted handed headed hearted -knit minded mouthed out (n., u.m.) up (n., u.m.)	<b>coal</b> bag bagger bed bin -black (u.m.) boat box breaker #car dealer digger -faced (u.m.) field fish #gas hole -laden (u.m.) #loader #mine #miner #oil pit rake sack (astron.) shed ship #tar #truck yard	<b>codebook</b> <b>coffee</b> break cake -colored (u.m.) #cream #cup grower -growing (u.m.) house maker making pot room shop time
<b>chuck</b> hole plate #rib wagon	<b>clay</b> #band bank -colored (u.m.) man pan pit ware works	<b>closed</b> -circuit (u.m.) #end #shop	<b>coast</b> guardsman land line side wise	<b>coffer</b> dam work
<b>chuckle</b> head headed	<b>clean</b> -cut (u.m.) handed hearted out (n., u.m.) -shaved (u.m.) -smelling (u.m.) up (n., u.m.)	<b>cloth</b> -backed (u.m.) bound maker making worker	<b>coat</b> hanger rack room tail tailed	<b>coffin</b> #bone -headed (u.m.) maker making
<b>chunkhead</b>	<b>clear</b> cole -cut (u.m.) -eyed (u.m.) headed hearted -sighted (u.m.) starch (v.) up (n., u.m.) wing	<b>clothes</b> bag basket brush #closet horse line man man pin press rack #tree yard	<b>cob</b> head meal shed web webbed webbing work cobblestone	<b>coiler</b> way wheel
<b>church</b> craft #door goer going like man manlike ward way woman work yard	<b>clearinghouse</b>	<b>cloud</b> base burst cap capped -hidden (u.m.) land #ring	<b>cock</b> bill bird brain crow	<b>coil</b> box #packing smith #spring
<b>churn</b> -butted (u.m.) milk	<b>cleft</b> -footed (u.m.) -graft (v.)	<b>cloud</b> base burst cap capped -hidden (u.m.) land #ring	<b>cock</b> bill bird brain crow	<b>coin</b> box holder maker making -operated (u.m.) #silver
<b>cider</b> maker making	<b>clergy</b> man woman	<b>clerk</b> -clank stone	<b>coke</b> #dust #iron man #oven	<b>cold</b> blooded -chisel (v.) #cream cuts -draw (v.) finch -flow (v.) -forge (v.) frame #front -hammer (v.) -hammered (u.m.)
<b>cigar</b> box case cutter fish holder maker making -shaped (u.m.) store	<b>cliff</b> bound dweller -dwelling (u.m.) #face side top -worn (u.m.)	<b>clinker</b> -built (u.m.) work		
<b>cigarette</b> #case #holder #maker -making (u.m.) #paper	<b>climber</b> climber climbpath	<b>clip</b> -clop -edged (u.m.) sheet		
<b>cine</b> (c.f.) <i>all one word</i>	<b>clinch</b> -built (u.m.) work			
<b>circuit</b> #breaker man #rider	<b>cling</b> fish stone			
<b>circum</b> (pref.) arctic, pacific, etc. -Saturnal, etc. <i>rest also one word</i>	<b>clink</b> -clank stone			
<b>cirro</b> (c.f.) <i>all one word</i>	<b>clinker</b> -built (u.m.) work			
<b>cis</b> (pref.) alpine atlantic -trans (u.m.) <i>rest also one word</i>	<b>clip</b> -clop -edged (u.m.) sheet			
<b>city</b> -born (u.m.) bound -bred (u.m.) folk #man scape wide				
<b>clam</b> bake cracker (fish) -shell worm				

<b>cold—con.</b>	<b>cone</b>	<b>corn</b>	<b>court—con.</b>	<b>crank—con.</b>
hearted	-in-cone (u.m.)	bin	#plaster	man
pack	maker	bird	room	pin
-press (v.)	making	bread	ship	pit
proof	-shaped (u.m.)	cake	work	shaft
-roll (v.)	speaker	cob	yard	#wheel
-rolled (u.m.)	conference #room	-colored (u.m.)	<b>cousin</b>	<b>crape</b>
room (n.)	<b>Congress</b>	cracker	-german	fish
-short (u.m.)	man	crib	hood	hanger
-shortness	man #at #Large	crusher	-in-law	<b>crash</b>
-shoulder (v.)	woman	cutter	<b>cover</b>	boat
store	<b>contra</b> (pref.)	dodger	alls	dive (v.)
type (printing)	-acting	-fed (u.m.)	#erop	land (v.)
#war	-approach	field	let	crawfish
#wave	-ion	grower	side	<b>crawl</b>
-work (v.)	<i>rest one word</i>	house	up (n., u.m.)	-a-bottom (fish)
<b>cole</b>	<b>cook</b>	husk	<b>cow</b>	up (n., u.m.)
seed	book	husker	barn	<b>crayon</b>
slaw	house	land	bell	board
coli (c.f.)	maid	loft	boy	stone
<i>all one word</i>	off (n., u.m.)	meal	catcher	<b>crazy</b>
<b>collar</b>	out (n. u.m.)	picker	-eyed (u.m.)	bone
bag	room	#pit (market)	fish	cat
band	shack	#pone	gate	headed
#beam	shop	stalk	girl	#quilt
bird	stove	starch	hand	<b>cream</b>
bone	<b>cool</b>	#stover	hearted	cake
bound	headed	worm	herd	#cheese
box	house	<b>corner</b>	hide	-colored (u.m.)
#button	coonskin	bind	hitch	maker
maker	<b>cooped</b>	piece	keeper	making
making	-in (u.m.)	post	lick	ware
man	-up (u.m.)	stone	man	<b>credit</b>
#pad	<b>copper</b>	wise	path	man
#rot	bottom (v.)	corpsman	pen	#union
work	-bottomed (u.m.)	<b>costo</b> (c.f.)	#pony	<b>creek</b>
colo (c.f.)	-colored (u.m.)	<i>all one word</i>	pox	bed
<i>all one word</i>	head	<b>cotter</b>	puncher	fish
<b>color</b>	-headed (u.m.)	#pin	shed	side
bearer	#mine	way	skin	<b>creep</b>
blind	#miner	<b>cotton</b>	sucker	hole
#blindness	nose	-clad (u.m.)	tail	mouse
fast	plate	-covered (u.m.)	yard	<b>crepe</b>
-free (u.m.)	-plated (u.m.)	field	<b>crab</b>	cake
#guard	proof	grower	cake	catcher
#line	sidesman	-growing (u.m.)	eater	eater
maker	smith	#mill	eating	faced
making	ware	mouth (snake)	hole	man
man	wing (butterfly)	packer	man	meat
type (printing)	worker	picker	stick	stick
(n.)	works	#print	-yaws (n.)	<b>crack</b>
-washed (u.m.)	<b>copy</b>	seed	ajack (n., u.m.)	brained
<b>comb</b>	book	sick	down (n., u.m.)	down (n., u.m.)
#brush	boy	tail	jaw	pot
#case	cat	<b>council</b>	-the-whip (n., u.m.)	up (n., u.m.)
holder	cutter	man	crackleware	cracklesman
maker	cutting	woman	<b>cradle</b>	board
making	desk	<b>count</b>	land	maker
-toothed (u.m.)	#editor	down (n., u.m.)	man	man
<b>come</b>	fitter	-down (v.)	side	#snatcher
-along (tool)	fitting	#wheel	song	time
back (n., u.m.)	holder	<b>counter</b>	craft	#union
-between (n.)	holding	#check (banking)	work	work
down (n.)	man	#septum	man	woman
-off (n., u.m.)	reader	-off	man	man
-on (n., u.m.)	right	act, propaganda,	side	side
-out (n.)	righter	etc.	time	time
-outer	writer	<i>as combining form,</i>	time	time
upance	<b>coral</b>	<i>one word</i>	<b>craft</b>	#union
<b>comic</b>	-beaded (u.m.)	countinghouse	work	work
#book	bound	<b>country</b>	man	man
#opera	-red (u.m.)	country	man	man
commander #in	#reef	-born (u.m.)	side	side
#chief	#stitch	-bred (u.m.)	time	time
commandman	<b>cord</b>	folk	<b>crank</b>	all one word
<b>committee</b>	maker	man	-foot (n.)	-legged (u.m.)
man	wood	people	-legged (u.m.)	-nosed (u.m.)
woman	<b>core</b>	#seat	-toothed (u.m.)	-toothed (u.m.)
<b>common</b>	#drill	side	<b>crop</b>	-bound (u.m.)
#law	maker	ward	-bound (u.m.)	-haired (u.m.)
place	making	wide	head	head
sense	#print	woman	#index	land
sensible	room	<b>county</b>	land	man
veal	<b>cork</b>	#seat	man	man
wealth	board	wide	way	<b>cross</b>
<b>companion</b>	-lined (u.m.)	<b>court</b>	<b>cranio</b> (c.f.)	#false
ship	maker	bred	<i>all one word</i>	-appeal
way	making	craft	<b>crank</b>	arm
companywide	screw	house	bird	armed
concertmaster	wing (bird)	like	case	band
		-martial	-driven (u.m.)	

<b>cross-con.</b>	<b>cross-con.</b>	<b>cup-con.</b>	<b>damp</b>	<b>dead-con.</b>
banded	plow (v.)	head	proof	#end
banding	-pollinate (v.)	headed	proofing	-ender
bar	-pollination	holder	-stained (u.m.)	eye (n.)
barred	-purpose (n.)	#hook	damping-off (n.,	-eyed (u.m.)
beak (bird)	-question	maker	u.m.)	fall
beam	rail	making	<b>dance</b>	head
bearer	-reaction	stone	#band	headed
bedded	-refer (v.)	<b>curb</b>	hall	hearted
bedding	#reference	#bit	<b>danger</b>	#heat
belt	-referring	#market	-fearing (u.m.)	-heated (u.m.)
bench	road	#roof	#line	-heater
#bias	row	#sending	#point	-heavy (u.m.)
-bidding	#rule	#signaling	<b>dare</b>	house
bill (bird)	#section	stone	-all (n., u.m.)	latch
#bill (legal)	-service	stoner	devil	#letter
bind	-shaft	cure-all (n., u.m.)	deviltry	light
bolt	-slide	<b>curly</b>	say	line
bond	-spale	head	<b>dark</b>	#load
bones	-staff	headed	-eyed (u.m.)	lock
#brace (n.)	-sterile	locks (n.)	hearted	man (n.)
bred	-sterility	currycomb	horse (nonliteral)	melt
breed	-stitch	cussword	room	pan
breeding	-stone	<b>custom</b>	skin (n.)	pay
-bridge (v.)	-stratification	-sue (u.m.)	-skinned (u.m.)	-roast (v.)
-brush (v.)	-sue (v.)	house	<b>dash</b>	weight (n., u.m.)
#bun	-surge (v.)	made (u.m.)	board	wood
-carve (v.)	tail (n.)	-tailored (u.m.)	light	<b>deaf</b>
-channel (u.m.)	talk	work	line (printing)	-dumb
-check	tie	worker	maker	-dumbness
-claim	tied	<b>cut</b>	plate	-mute
-compound (v.)	-time (v.)	away (n., u.m.)	pot	-muteness
-connect (v.)	-tined (u.m.)	back (n., u.m.)	wheel	<b>deal</b>
-country (u.m.)	town	glass	<b>date</b>	fish
-cultivate (v.)	track	#hole	line	worker
-cultivation	trail	-in (n., u.m.)	lined	yard
current	tree	lips (fish)	mark	<b>death</b>
-curve (math.) (n.)	under (n., u.m.)	off (n., u.m.)	#stamp	bed
cut	-vote	out (n., u.m.)	daughter-in-law	blow
cutter	-voting	rate (u.m.)	<b>dawn</b>	day
cutting	walk	throat	-gray (u.m.)	-divided (u.m.)
-date (v.)	way	-toothed (u.m.)	light	-doom (v.)
-drain (v.)	web	-under (u.m.)	streak	#house
-dye (v.)	wind	-up (n., u.m.)	<b>day</b>	like
-dyeing (n.)	wise	water	beam	#rate
-examination	word	work	bed	-struck (u.m.)
-examine (v.)	<b>crow</b>	worm	book	trap
-examiner	bait	<b>cutler</b>	break	watch
-eye (n., u.m.)	bar	-built (u.m.)	-bright (u.m.)	-weary (u.m.)
-eyed (u.m.)	#flight	-down	dawn	decisionmaking
fall	foot	head	dream	<b>deck</b>
feed	footed	man	dreamer	hand
-fertile (u.m.)	hop	-off	dreaming	house
-fertilization	<b>crow's</b>	-out	-fly (aviation) (v.)	-land (v.)
-fertilize (v.)	-foot (nonliteral)	-rigged (u.m.)	-flying (u.m.)	load
-fiber (u.m.)	-nest (nonliteral)	-up	going	swabber
field	<b>crown</b>	bone	#letter	<b>deep</b>
file	bar	fish	light	-affected (u.m.)
fire	maker	<b>cuttle</b>	lighted	-cut (u.m.)
flow	making	bone	lit	-engraved (u.m.)
foot	piece	fish	long (u.m.)	-felt (u.m.)
-grained (u.m.)	#plate	<b>cyano (c.f.)</b>	man	-freeze (u.m., v.)
hair	#post	<i>all one word</i>	mark	-freezing (u.m.)
hand	#sheet	<b>cycle</b>	#nurse	-frying (u.m.)
handed	#wheel	car	room	going
hatch	work	smith	#school	-grown (u.m.)
hatching	crybaby	<b>cyelo (c.f.)</b>	#shift	-laid (u.m.)
haul	crypto (c.f.)	-olefin	side	most
head	-Christian, etc.	<i>rest one word</i>	star	mouthed
-immunity	<i>rest one word</i>	<b>cysto (c.f.)</b>	time	-rooted (u.m.)
-index (u.m.)	<b>crystal</b>	work	worker	#sea
-interrogate (v.)	-clear (u.m.)	work	<b>de (pref.)</b>	-seated (u.m.)
-interrogatory	-girded (u.m.)	<b>cyto (c.f.)</b>	-air	-set (u.m.)
-invite (v.)	-smooth (u.m.)	<i>all one word</i>	ice	-sunk (u.m.)
legged	<b>cub</b>	<b>D</b>	icer	-voiced (u.m.)
legs	master	-day	-ion	water (u.m.)
-level (v.)	#shark	-major	centralize, ener-	waterman
-license (v.)	cubbyhole	-plus-4-day	gize, etc.	<b>deer</b>
lift (v.)	cuddyhole	D-handle	<i>rest one word</i>	drive (n.)
light	culbhole	<b>dairy</b>	<b>dead</b>	-eyed (u.m.)
line	<b>cumulo (c.f.)</b>	#farm	-alive	food
lock	<i>all one word</i>	-fed (u.m.)	beat (n.)	herd
lots	<b>cup</b>	-made (u.m.)	born	horn
mark	bearer	maid	-burn (v.)	hound
-mate (v.)	board	man	#center	keeper
member	cake	woman	-cold (u.m.)	#lick
over (n., u.m.)	#custard	damsite	-dip (v.)	meat
patch	ful		-drunk (u.m.)	skin
path	#grease			stalker
piece				stalking

<b>deer—con.</b>	<b>die—con.</b>	<b>disk</b>	<b>doll—con.</b>	<b>double—con.</b>
stand	cutter	jockey	fish	banded
stealer	cutting	plow	house	-headed (u.m.)
yard	hard (n., u.m.)	-shaped (u.m.)	maker	header
<b>degree</b>	head	#wheel	making	hearted
-day (measure)	holder	districtwide	#post	-headed (u.m.)
wise	maker	<b>ditch</b>	<b>dollar</b>	#play
<b>dehydr(o) (c.f.)</b>	making	bank	bird	-quick (u.m.)
<i>all one word</i>	#mold	digger	fish	#space
<b>demi (pref.)</b>	#plate	#hand	#mark	#stitch
-Christian, etc.	#proof (philately)	rider	<b>dolly</b>	talk
-incognito	(n.)	side	head	#thread
<i>rest one word</i>	setter	water	man	#time
departmentwide	setting	<b>ditto</b>	way	tone (printing)
depth #charge	sinker	graph	<b>donkey</b>	#track
<b>dermato (c.f.)</b>	sinking	#mark	back	tree
<i>all one word</i>	-square (u.m.)	<b>dive</b>	-drawn (u.m.)	-trouble
<b>derrick</b>	stock	-bomb (v.)	-eared (u.m.)	-up (u.m., v.)
#boat	<b>diesel</b>	#bomber	man	#work
#crane	-driven (u.m.)	keeper	#pump	<b>dough</b>
man	-electric (u.m.)	<b>diving</b>	work	boy
<b>desert</b>	#engine	#bell	doodlebug	-colored (u.m.)
-bred (u.m.)	dillydally	#boat	doomsday	face
#fox	<b>dim</b>	<b>do</b>	<b>door</b>	-faced (u.m.)
land	-lighted (u.m.)	-all (n., u.m.)	bed	head
#ship	lit	-gooder	bell	maker
<b>desk</b>	out (n., u.m.)	-little (n., u.m.)	boy	making
#helper	diner-out	-nothing (n., u.m.)	brand	man
man	bat	-nought (n., u.m.)	case	mixer
#room	dong	<b>dock</b>	check	nut
work	<b>dining</b>	hand	frame	<b>dove</b>
<b>dessert</b>	#car	head	head	-colored (u.m.)
#fork	#hall	house	jamb	cot
#knife	#room	land	keeper	house
spoon	<b>dinitro (c.f.)</b>	man	keeping	like
spoonful	#spray	master	knob	tail
<b>deutero (c.f.)</b>	<i>rest one word</i>	side	maid	talled
<i>all one word</i>	<b>dinner</b>	worker	maker	<b>drown</b>
<b>devil</b>	#hour	yard	making	beat
bird	time	<b>doctor</b>	man	beater
-devil	ware	bird	mat	bound
-diver (bird)	<b>dip</b>	fish	nail	by
dog (a marine)	-dye (v.)	<b>doe</b>	plate	cast
fish	-grained (u.m.)	bird	post	check
-inspired (u.m.)	head	skin	#roller	coast
-ridden (u.m.)	heading	<b>dog</b>	-shaped (u.m.)	come
<b>dew</b>	#slip	bite	step	comer
beam	stick	-bitten (u.m.)	stone	coming
cap	ware	bolt	stop	-covered (u.m.)
-clad (u.m.)	dipper-in	breeder	strap	crier
claw	<b>direct</b>	cart	way	curved
damp	-connected (u.m.)	catcher	yard	cut
-drenched (u.m.)	-indirect	#days	<b>dope</b>	dale
drop	<b>direction</b>	-drawn (u.m.)	book	draft
fall	#finder	-ear (v.)	sheet	drag
-fed (u.m.)	-finding (u.m.)	-eared (u.m.)	<b>dorsi (c.f.)</b>	face
-laden (u.m.)	<b>dirt</b>	face (infantry- man)	<i>all one word</i>	fall
lap	board	-faced (u.m.)	<b>orso (c.f.)</b>	fallen
lapped	-cheap (u.m.)	fall	-occipital	feed
point	#farmer	fight	<i>rest one word</i>	flow
<b>dextro (c.f.)</b>	fast	fish	<b>double</b>	fold
<i>all one word</i>	-incrusted (u.m.)	food	-barrel (n., u.m.)	folded
<b>di (pref.)</b>	line	head	-barrel (u.m.)	grade
<i>all one word</i>	plate	-headed (u.m.)	-bitt (v.)	gradient
<b>diamond</b>	#road	hole	-breasted (u.m.)	growth
back	<b>dirty</b>	house	-charge (v.)	hanging
-backed (u.m.)	-faced (u.m.)	leg	check (n., v.)	haul
#dust	-minded (u.m.)	#owner	checked (u.m., v.)	headed
-shaped (u.m.)	#work	race	#chin	hearted
work	<b>dis (pref.)</b>	racing	-chinned (u.m.)	hill
<b>diazo (c.f.)</b>	<i>all one word</i>	shore	#concave	lead
-oxide	<b>dish</b>	#show	#convex	line
<i>rest one word</i>	board	skin	cross (nonliteral)	lock (n.)
<b>dice</b>	cloth	sled	crosser (nonlit- eral)	lock
board	#cover	tail	crossing (nonlit- eral)	most
#coal	#drainer	-tired (u.m.)	#dagger	payment
cup	maker	tooth	deal (v.)	pour
man	making	-toothed (u.m.)	dealer	rate
play	pan	#trainer	dealing	right
<b>die</b>	rack	trick	-decker	river
-away (u.m.)	rag	trot	-distilled (u.m.)	rush
back	#towel	vane	-duty (u.m.)	shore
case	washer	watch	-dye (v.)	side
-cast (u.m., v.)	washing	-weary (u.m.)	-edged (u.m.)	sitting
caster	water	<b>doll</b>	-ender	slip
casting	wiper	beer	#entry	slope
-cut (u.m., v.)	wiping	face	#gear	-soft (u.m.)
		-faced (u.m.)		spout
				stage

**down—con.**

stairs  
state  
stream  
street  
stroke  
sun (adv., u.m.)  
swing  
take  
throw  
thrust  
time  
town  
trampling  
trend  
trodden  
turn  
valley  
ward  
way  
weigh  
weight  
wind  
**draft**  
age (allowance)  
#age (conscriptio)  
-exempt (u.m.)  
#horse  
draftsman  
**drag**  
#anchor  
bar  
boat  
bolt  
#barrow  
line  
man  
net  
pipe  
rope  
saw  
staff  
wire  
**dragger**  
-down  
-in  
-out  
-up  
**dragon**  
#beam  
-eyed (u.m.)  
fish  
fly  
kind  
#piece  
**dragon's**  
#blood  
#teeth  
**drain**  
board  
cleaner  
man  
pipe  
plug  
tile  
**drainage**  
#area  
way  
**dram**  
seller  
shop  
**draw**  
-arch (n.)  
arm  
back  
bar  
beam  
bench  
board  
bolt  
bore  
bridge  
cut  
down (n., u.m.)  
file  
gate  
gear  
glove  
head  
horse

**draw—con.**

knife  
knot  
link  
loom  
net  
off (n., u.m.)  
out (n., u.m.)  
pin  
plate  
point  
sheet  
span  
stop  
string  
tongs  
tube  
#well  
**drawer**  
-down  
-in  
-off  
-out  
**draft**  
#board  
-in (n., u.m.)  
#room  
#table  
**dray**  
#horse  
man  
**dream**  
-haunted (u.m.)  
land  
lit  
lore  
world  
 **dredge**  
boat  
#chain  
man  
#net  
**dress**  
#goods  
maker  
making  
up (n., u.m.)  
dressing #room  
**drift**  
#boat  
bolt  
meter  
-mining (u.m.)  
piece  
pin  
way  
weed  
wind  
wood  
**drill**  
book  
case  
#clamp  
holder  
-like  
maker  
man  
master  
#pin  
#press  
#rack  
#rest  
room  
stock  
worker  
yard  
**drip**  
board  
box  
cock  
#cup  
-drip  
sheet  
stick  
stone  
#tank  
**drive**  
away (n., u.m.)  
belt

**drive—con.**

boat  
bolt  
cap  
head  
-in (n., u.m.)  
pipe  
screw  
#shaft  
way  
#wheel  
**drop**  
away (n., u.m.)  
#bar  
bolt  
#bomb  
#follo (printing)  
-forge (v.)  
-forger  
front  
hammer  
head  
kick  
leaf (n., u.m.)  
leg  
light  
line  
man  
off (n., u.m.)  
out (n., u.m.)  
sonde  
stitch  
worm  
**drug**  
-addicted (u.m.)  
man  
mixer  
seller  
store  
**drum**  
beat  
fire  
fish  
head  
house  
line  
maker  
room  
#saw  
stick  
-up (n., u.m.)  
#winding  
**dry**  
-burnt (u.m.)  
#cell  
clean  
cleaned  
cleaner  
cleaning  
-cure (v.)  
dock  
docked  
-dye (v.)  
-farm (v.)  
farming (n., u.m.)  
#goods  
goodsman  
house  
#kiln  
land (u.m.)  
lot  
-pack (u.m., v.)  
#rot  
-rotted (u.m.)  
-salt (v.)  
wash  
#weight  
worker  
**duck**  
bill  
-billed (u.m.)  
blind  
board  
boat  
foot (tool)  
-footed (u.m.)  
hearted  
house  
#hunter  
-hunting (u.m.)

**duck—con.**

pin  
pond  
#soup  
walk  
**due**  
-in (n., u.m.)  
out (n., u.m.)  
duffelbag  
**dug**  
out (n.)  
-up (u.m.)  
way  
**dull**  
brained  
-edged (u.m.)  
head  
headed  
hearted  
-looking (u.m.)  
-witted (u.m.)  
dumdum  
**dumb**  
bell  
head  
waiter  
#well  
**dump**  
car  
cart  
#heap  
#truck  
**dunder**  
head  
headed  
**dung**  
beck  
bird  
hill  
**duo (c.t.)**  
*all one word*  
**dust**  
bin  
box  
brush  
cloth  
#counter  
-covered (u.m.)  
fall  
-gray (u.m.)  
-laden (u.m.)  
pan  
proof  
storm  
tight  
#well  
woman  
**duster**  
man  
-off  
**duty**  
bound  
-free (u.m.)  
dwelling #house  
**dye**  
house  
maker  
making  
mixer  
stone  
stuff  
#vat  
ware  
works  
**dynamo**  
#brush  
electric  
genemis  
metamorphosed  
phone  
static  
**dys (pref.)**  
*all one word*  
**eagle**  
#eye  
-eyed (u.m.)  
stone  
-winged (u.m.)

**ear**

ache  
cap  
drop  
drum  
flap  
guard  
hole  
lap  
mark  
-minded (u.m.)  
#muff  
phone  
pick  
piece  
-piercing (u.m.)  
plug  
ring  
screw  
shot  
sore  
splitting  
tab  
wax  
wig  
witness  
**earth**  
bank  
board  
born  
bound  
-bred (u.m.)  
#crust  
fall  
fast  
-fed (u.m.)  
fill  
#grubber  
#hole  
#house  
kin  
light  
lit  
maker  
making  
mover  
moving  
nut  
quake  
-shaking (u.m.)  
slide  
#spring  
-stained (u.m.)  
wall  
ward  
wide  
work  
**earthen**  
hearted  
ware  
**east**  
bound  
-central (u.m.)  
#end  
going  
land  
-northeast  
#side  
-sider  
-southeast  
ward  
**Easter**  
tide  
time  
**easy**  
going  
hearted  
mark (n.)  
-rising (u.m.)  
-spoken (u.m.)  
**eaves**  
drop  
dropper  
dropping  
#molding  
ebbtide  
edge  
maker  
making  
man

<b>edge—con.</b>	<b>ender</b>	<b>ex</b>	<b>F</b>	<b>fan</b>
#plane	-on	#cathedra	-flat	back
shot	-up	cathedral	-horn	bearer
stone	<b>endo (c.f.)</b>	communicate	-sharp	#belt
ways	<i>all one word</i>	-Governor	<b>fable</b>	#blade
wise	<b>engine</b>	#libris	#book	#dance
<b>eel</b>	-driven (u.m.)	#officio	land	fare
cake	#driver	#post #facto	maker	fish
catcher	house	#rights	teller	fold
catching	maker	-serviceman	<b>face</b>	foot
fare	man	-trader	about (n., u.m., v.)	house
#netting	room	<b>express</b>	#ache	-leaved (u.m.)
pot	#shop	man	-arbor (v.)	light
pout	-sized (u.m.)	#train	cloth	maker
shop	smith	way	-harden (v.)	making
skin	work	<b>extra</b>	-hardened (u.m.)	man
spear	#worker	-alimentary	lifting	marker
worm	#yard	#allowance	maker	-shaped (u.m.)
<b>egg</b>	<b>entero (c.f.)</b>	-American	making	tail
beater (all mean-	<i>all one word</i>	#binding	man	-talled (u.m.)
ings)	<b>entry</b>	bold	mark	<b>fancy</b>
bound	#book	bound	-on (n., u.m.)	#dress
cup	man	-Britannic	piece	-free (u.m.)
eater	way	-condensed (u.m.)	plate	-loose (u.m.)
fruit	<b>envelope</b>	#current	up (n., u.m.)	work
head (nonliteral)	#holder	curricular	wise	-woven (u.m.)
hot (n.)	#maker	-fine (u.m.)	work	-wrought (u.m.)
nog	<b>epi (pref.)</b>	hazardous	<b>fact</b>	<b>far</b>
plant	<i>all one word</i>	judicial	book	-aloft (u.m.)
-shaped (u.m.)	<b>equi (c.f.)</b>	-large (u.m.)	finding	away (n., u.m.)
shell	-gram-molar	-long (u.m.)	<b>fade</b>	-borne (u.m.)
-w white (u.m.)	<i>rest one word</i>	marginal	away (n., u.m.)	#cry
<b>eight</b>	<b>ere</b>	mural	-in (n., u.m.)	-distant (u.m.)
-angled (u.m.)	long	ordinary	out (n., u.m.)	-eastern (u.m.)
#ball	now	polare	<b>faint</b>	-famed (u.m.)
fold	errorproof	-strong (u.m.)	heart	fetched
penny (nail)	<b>erythro (c.f.)</b>	territorial	hearted	flung (u.m.)
-ply (u.m.)	<i>all one word</i>	vascular	#ruling (printing)	going
score	<b>even</b>	<b>eye</b>	-voiced (u.m.)	gone
-wheeler	glow	#appeal	<b>fair</b>	-off (u.m.)
<b>elbow</b>	handed	ball	ground	-reaching (u.m.)
board	minded	bank	-lead (n., u.m.)	seeing
chair	-numbered (u.m.)	bar	minded	-seen (u.m.)
room	song	blink	play	-set (u.m.)
<b>elder</b>	-tempered (u.m.)	-blurred (u.m.)	-skinned (u.m.)	sight
#brother	tide	brow	#trade	sighted
brotherhood	time	-conscious (u.m.)	water	<b>farm</b>
brotherly	<b>ever</b>	cup	way	#bloc
-leaved (u.m.)	-abiding (u.m.)	flap	<b>fairy</b>	hand
man	bearing	glance	folk	hold
woman	blooming	glass	hood	house
<b>electro (c.f.)</b>	-constant (u.m.)	hole	land	land
-optics	-fertile (u.m.)	lash	like	owner
-osmosis	glade	lens	stone	people
-ultrafiltration	going	lid	tale	place
<i>rest one word</i>	green	light	<b>faith</b>	stead
<b>embryo (c.f.)</b>	lasting	line	breaker	steading
<i>all one word</i>	more	mark	breaking	woman
<b>empty</b>	-normal (u.m.)	-minded (u.m.)	#cure	work
handed	-present (u.m.)	#opener	worthy	worker
headed	-ready (u.m.)	peep	<b>fall</b>	yard
hearted	sporting (biol.)	piece	away (n., u.m.)	<b>fashion</b>
-looking (u.m.)	which	pit	back (n., u.m.)	-led (u.m.)
#word	wise	point	fish	monger
en #banc, #gros,	<b>every</b>	service	#guy	#piece (naut.)
#route	body	shade	-in (n., u.m.)	#plate
enamelware	day (n., u.m.)	shield	out (n., u.m.)	-setting (u.m.)
<b>encephalo (c.f.)</b>	#day (each day)	shot	-plov (v.)	<b>fast</b>
<i>all one word</i>	how	sick	-sow (v.)	-anchored (u.m.)
<b>end</b>	one (all)	sight	time	bound
-all (n., u.m.)	#one (distributive)	sore	trap	-died (u.m.)
bell	thing	spot	way	going
board	#time	-spotted (u.m.)	#wheat	hold
brain	where	stalk	#wind	-moving (u.m.)
gate	<b>evil</b>	stone	fallow #land	-read (v.)
#grain	doer	strain	<b>false</b>	-reading (u.m.)
lap	doing	string	-bottomed (u.m.)	#time (daylight
line	#eye	tooth	#face	saving)
long	-eyed (u.m.)	wash	-faced (u.m.)	<b>fat</b>
-match (v.)	-faced (u.m.)	water	hearted	#acid
matcher	hearted	wear	hood	back
-measure (v.)	-looking (u.m.)	#weariness	#keel	backed
most	minded (u.m.)	wink	-tongued (u.m.)	-bellied (u.m.)
#paper	sayer	winker	work	brained
piece	speaker	witness	<b>fame</b>	-free (u.m.)
-shrink (v.)	speaking	witnessing	-crowned (u.m.)	head
ways	wishing		-thirsty (u.m.)	headed
			worthy	hearted
				-soluble (u.m.)



<b>father</b>	<b>fern</b>	<b>fill</b>	<b>fire—con.</b>	<b>fisher</b>
-confessor	-clad (u.m.)	-in (n., u.m.)	lit	boat
-in-law	grower	out (n., u.m.)	man	boy
land	land	-up (n., u.m.)	pit	folk
<b>fault</b>	leaf	<b>filler</b>	place	girl
finder	-leaved (u.m.)	cap	plow	man
finding	<b>ferro (c.f.)</b>	-in	plug	people
line	-carbon-titanium	-out	-polish (v.)	woman
slip	-uranium	-up	power	fishyback (n., u.m.)
faux #pas	<i>rest one word</i>	#wall	proof	<b>fit</b>
<b>fear</b>	<b>ferry</b>	<b>film</b>	-red (u.m.)	out (n.)
-free (u.m.)	boat	cutter	-resistant (u.m.)	strip
nought	#bridge	goer	room	<b>five</b>
-pursued (u.m.)	#car	going	safe	bar
-shaken (u.m.)	house	land	safety	fold
<b>feather</b>	man	#paper	side	-ply (u.m.)
bed (v.)	master	slide	spout	-pointed (u.m.)
bedding	#slip	stone	-reeler	score
bone	way	-struck (u.m.)	-shooter	<b>flag</b>
brain	<b>fever</b>	<b>fin</b>	truck	bearer
brained	#heat	back	wall	boat
edge	less	fish	warden	maker
edged	like	foot (bird)	water	making
-footed (u.m.)	-stricken (u.m.)	#keel	wood	pole
head	trap	-shaped (u.m.)	work	post
headed	-warm (u.m.)	<b>fine</b>	worker	-raising (u.m.)
-leaved (u.m.)	<b>fiber</b>	-cut (u.m., v.)	<b>firm</b>	ship
man	board	-draw (v.)	-footed (u.m.)	hearted
stitch	-faced (u.m.)	-drawn (u.m.)	-set (u.m.)	-up (n., u.m.)
-stitched (u.m.)	stitch	-featured (u.m.)	<b>first</b>	#stop
stitching	<b>fibro (c.f.)</b>	-looking (u.m.)	#aid	worm
-tongue (v.)	-osteoma	-set (u.m.)	-aid	<b>flame</b>
way	<i>rest one word</i>	<b>finger</b>	-aid	-colored (u.m.)
weight	<b>fickle</b>	breadth	-born (u.m.)	-cut (v.)
wing (moth)	hearted	-cut (u.m.)	-class (u.m.)	proof
work	minded (u.m.)	fish	comer	thrower
worker	<b>fiddle</b>	hold	hand (adv., u.m.)	tight
fed-up (u.m.)	back	hole	line (u.m.)	<b>flange</b>
<b>feeble</b>	-faddle	hook	-made (u.m.)	#nut
-bodied (u.m.)	head	mark	-named (u.m.)	way
brained	headed	nail	-nighter	<b>flannel</b>
hearted	maker	parted	-rate (u.m.)	mouth
minded	-shaped (u.m.)	post	-rater	mouthed
<b>feed</b>	stick	print	<b>fish</b>	<b>flap</b>
back (n., u.m.)	string	shell	back	cake
bag	<b>field</b>	spin	backed	doodle
bin	ball	stall	bed	-eared (u.m.)
board	bird	stone	-bellied (u.m.)	jack
box	book	tip	berry	<b>flare</b>
crusher	#corn	work	bolt	back (n., u.m.)
cutter	fare (bird)	<b>fire</b>	bone	board
head	glass	arm	cake	light
line	goal	back (n.)	#day	out (n., u.m.)
lot	house	ball	eater	path
mixer	man	bell	eye	up (n., u.m.)
pipe	piece	bird	-eyed (u.m.)	<b>flash</b>
rack	work	board	fall	back (n., u.m.)
store	worker	boat	-fed (u.m.)	board
stuff	<b>fierce</b>	bolt	food	bulb
#tank	-eyed (u.m.)	bomb	garth	card
#truck	hearted	box	hook	gun
#valve	-looking (u.m.)	brand	house	lamp
way	<b>fiery</b>	brat	-joint (v.)	light
#wire	-flaming (u.m.)	break	line	over (n., u.m.)
<b>feeder</b>	-hot (u.m.)	brick	man	pan
-in	-red (u.m.)	bug	#market	point
-up	-tempered (u.m.)	-burnt (u.m.)	meal	power
<b>fellow</b>	<b>fig</b>	#call	#monger	proof
craft	bar	-clad (u.m.)	mouth	<b>flat</b>
ship	eater	#clay	plate	back (bookbind-
<i>rest two words</i>	leaf	coat	pond	ing)
<b>felt</b>	shell	cracker	pool	bed (printing)
cutter	<b>figure</b>	crest	pot	boat
-lined (u.m.)	head	-cure (v.)	pound	-bottomed (u.m.)
maker	-of-eight (u.m.)	damp	skin	car
making	#work (printing)	#drill	#stick	-compound (v.)
packer	<b>file</b>	-eater	tail	fish
#roller	card	fall	trap	fold
#roofer	fish	fang	way	foot (n.)
work	#grinder	fanged	weir	footed
worker	-hard (u.m.)	fighter	wife	hat
<b>fen</b>	maker	fighting	woman	head
-bank	making	fly	works	iron
land	setter	guard	yard	land
man	smith	-hardened (u.m.)		nose
<b>fence</b>	-soft (u.m.)	hose		
maker		house		
post		light		
#row		line		

<b>flat</b> —con. out (n., u.m.) -rolled (u.m.) #silver top -topped (u.m.) ware way wise woods work yard	<b>floor</b> —con. cloth girl head lamp line load man mat mop #plug #show space stain walker ward #wax -waxing (u.m.) way wise work flop house <b>flour</b> bag bin #blender #grinder maker making #mill #miller #mixer sack <b>flow</b> meter off (n., u.m.) sheet <b>flower</b> bed bud -crowned (u.m.) #cup #grower -hung (u.m.) maker making piece pot -scented (u.m.) #shop #show #stalk time work <b>flue</b> -cure (v.) man <b>fluid</b> -compressed (u.m.) extract (pharm.) (n.) glycerate #ounce <b>fluo</b> (c.f.) <i>all one word</i> <b>fluoro</b> (c.f.) <i>all one word</i> <b>flush</b> bound -cut (u.m.) -decker (u.m.) -decker gate #head (printing) #tank <b>flute</b> bird like mouth (fish) work <b>fluvio</b> (c.f.) <i>all one word</i> <b>fly</b> away back ball -bitten (u.m.) blow blown	<b>fly</b> —con. boat boy -by-night (n., u.m.) catcher catching eater -fish (v.) -fisher -fisherman #fishing flap flapper -free (u.m.) leaf line man man over (n., u.m.) paper proof sheet speak -specked (u.m.) tail tier trap way weight wheel winch <b>flying</b> #boat #bomb #fish <b>foam</b> bow -crested (u.m.) sheet #rubber -white (u.m.) <b>fog</b> born bound bow dog eater -hidden (u.m.) horn -ridden (u.m.) <b>fold</b> -in up (n., u.m.) <b>folk</b> craft #dance free (u.m.) lore song way <b>follow</b> -on through (n., u.m.) up (n., u.m.) follower-up <b>food</b> grower packer shop sick store stuff <b>fool</b> fish hardy headed proof foolscap <b>foote</b> -and-mouth (u.m.) ball band bath blower board brake breadth bridge -candle fall -free (u.m.) gear	<b>foot</b> —con. -grain halt hill hold -lambert licker licking light(s) line lining lock locker loose man mark note noted pad path pach plate -pound -pound-second power print race rail rest room rope scald -second slogger sore stalk step stick stock stone stool -ton walk wall way wear -weary (u.m.) work worn <b>for</b> (pref.) <i>all one word</i> <b>fore</b> -age -and-aft (n., u.m.) -and-after (n.) -edge -end -exercise <i>rest one word</i> <b>forest</b> bound -clad (u.m.) -covered (u.m.) craft #land side <b>fork</b> head lift maker man -pronged (u.m.) smith tail -tailed (u.m.) <b>form</b> board fitting #letter #work (printing) <b>forth</b> coming right with <b>fortune</b> #hunter #hunting teller telling	forty-niner <b>foul</b> #ball #line -looking (u.m.) mouthed #play -spoken (u.m.) -tongued (u.m.) up (n., u.m.) <b>foun</b> dry man #proof (printing) <b>fountain</b> head #pen <b>four</b> -bagger -ball (u.m.) -eyed (u.m.) -eyes (fish) flush flusher flushing fold -footed (u.m.) -in-hand (n., u.m.) -masted (u.m.) -master penny (nail) -ply (u.m.) score some square squared -wheeler <b>fox</b> -faced (u.m.) fish hole hound #hunting skin skinned tall tailed #terrier trot <b>fracto</b> (c.f.) <i>all one word</i> <b>frame</b> house maker making smith up (n., u.m.) work worker frankhearted <b>free</b> board boot booter born drop -for-all (n., u.m.) -grown (u.m.) hand (drawing) handed hearted hold holder lance lancer loader loading man (historical) martin -minded masonry #port -spoken (u.m.) standing (u.m.) stone thinker thinking #trade trader way (highway)
---	--	--	---	---

<b>free—con.</b>	<b>fuel</b>	<b>game</b>	<b>gear—con.</b>	<b>glass—con.</b>
wheel (u.m., v.)	#line	bag	shift	#paper
wheeler	#oil	cock	wheel	ware
wheeling	wood	craft	<b>gelatin</b>	#wool
#will (n.)	<b>full</b>	#fowl	-coated (u.m.)	work
will (u.m.)	back	keeper	maker	worker
woman	-bellied (u.m.)	keeping	-making (u.m.)	working
<b>freed</b>	blood	room	<b>gelatine (c.f.)</b>	works
man	blooded	<b>gang</b>	bromide	<b>glauc(o) (c.f.)</b>
woman	bloodedness	boss	chloride	<i>all one word</i>
<b>freeze</b>	-bound (u.m.)	land	<b>gem</b>	<b>glaze</b>
down (n., u.m.)	face	man	cutter	#wheel
out (n., u.m.)	faced	master	-set (u.m.)	work
up (n., u.m.)	-fashioned (u.m.)	plank	#stone	glidepath
<b>freight</b>	-flowering (u.m.)	#press	work	<b>globe</b>
#house	-grown (u.m.)	saw	<b>genito (c.f.)</b>	fish
-mile	-handed (u.m.)	way	<i>all one word</i>	holder
#room	-headed (u.m.)	wayman	<b>gentle</b>	trotter
<b>french</b>	hearted	<b>gape</b>	folk	trotting
man	-lined (u.m.)	seed	hearted	<b>glosso (c.f.)</b>
-minded (u.m.)	#load	worm	-looking (u.m.)	<i>all one word</i>
woman	mouth	garageman	man (n.)	<b>glove</b>
<b>fresh</b>	mouthed	<b>garbage</b>	-mannered (u.m.)	maker
hearted	#speed	#can	mouthed	making
-looking (u.m.)	-strength (u.m.)	man	-spoken (u.m.)	#silk
man	-time (u.m.)	#truck	woman (n.)	<b>glow</b>
-painted (u.m.)	#weight	<b>garnet</b>	<b>geo (c.f.)</b>	fly
<b>fret</b>	<b>fund</b>	-brown (u.m.)	<i>all one word</i>	lamp
work	holder	work	<b>germ</b>	meter
worked	raising	<b>gas</b>	#cell	worm
friarbird	funlover	bag	-free (u.m.)	<b>gluc(o) (c.f.)</b>
<b>frock</b>	<b>funnel</b>	bomb	#layer	<i>all one word</i>
#coat	form	-driven (u.m.)	proof	<b>glue</b>
maker	maker	field	gerrymander	maker
<b>frog</b>	-shaped (u.m.)	-fired (u.m.)	<b>get</b>	making
belly	<b>fur</b>	firing	-at-able	pot
eater	-clad (u.m.)	fitter	away (n., u.m.)	stock
-eyed (u.m.)	coat	fitting	off (n., u.m.)	<b>glycero (c.f.)</b>
face	-lined (u.m.)	-heated (u.m.)	-together (n., u.m.)	<i>all one word</i>
fish	#lining	holder	up (n., u.m.)	<b>glyco (c.f.)</b>
hopper	-trimmed (u.m.)	house	<i>all one word</i>	<b>go</b>
land	<b>fuse</b>	-laden (u.m.)	craft	-ahead (n., u.m.)
mouth	#block	lamp	-haunted (u.m.)	-around (n., u.m.)
nose	board	light	land	-as-yo-u-please
pond	#gauge	lighted	#town	(u.m.)
skin	plug	lighting	write (v.)	-back (n., u.m.)
tongue (medicine)	<b>G</b>	line	writer	-between (n.)
<b>front</b>	-major	lock	<b>giddy</b>	by (n.)
-end (u.m.)	-man	#main	brain	cart
-focused (u.m.)	-minor	maker	brained	-devil (n.)
line	-sharp	man	head	down (n.)
#page	gabfest	#mask	headed	-getter
piece	<b>gad</b>	meter	-paced (u.m.)	-getting (n., u.m.)
stall	about (n., u.m.)	tight	<b>gilt</b>	-off (n., u.m.)
-wheel (u.m.)	fly	worker	-edge (u.m.)	<b>goal</b>
frontiersman	wall (duck)	works	-edged (u.m.)	keeper
<b>fronto (c.f.)</b>	gaff-topsail	<b>gasiro (c.f.)</b>	head (fish)	mouth (fish)
-occipital	<b>gag</b>	-omental	tail	post
-orbital	-check (v.)	<i>rest one word</i>	<b>gin</b>	<b>goat</b>
<i>rest one word</i>	#law	<b>gate</b>	house	-bearded (u.m.)
<b>frost</b>	man	house	-run (u.m.)	-drunk (u.m.)
bird	root	keeper	<b>ginger</b>	-eyed (u.m.)
bite	#rule	leg (u.m.)	#ale	fish
bound	<b>gauge</b>	legged (u.m.)	bread	herd
bow	#block	man	-colored (u.m.)	land
fish	line	pin	snap	#milk
-free (u.m.)	pin	post	spice	skin
-hardy (u.m.)	<b>gain</b>	tender	work	stone
-heaving (u.m.)	say	way	<b>give</b>	sucker (bird)
-killed (u.m.)	sayer	wayman	-and-take (n., u.m.)	<b>goat's</b>
lamp	saying	wise	away (n., u.m.)	-hair
line	set	woman	<b>glacio (c.f.)</b>	-horn
proof	-sharing (u.m.)	works	<i>all one word</i>	<b>God</b>
work	speaking	<b>gay</b>	-cheered (u.m.)	-conscious (u.m.)
<b>fruit</b>	twist	cat	hearted	-fearing (u.m.)
cake	<b>galact(o) (c.f.)</b>	-colored (u.m.)	-sad	-forsaken (u.m.)
#fly	<i>all one word</i>	#dog	<b>glass</b>	-given (u.m.)
grower	<b>gall</b>	-looking (u.m.)	blower	head
growing	bladder	<b>gear</b>	blowing	-man
man	fly	box	cutter	-ordained (u.m.)
picker	stone	case	cutting	-sent (u.m.)
#shop	<b>galley</b>	-driven (u.m.)	-eater	-sped (u.m.)
stalk	man	fitter	-eyed (u.m.)	speed
#sugar	#proof (printing)	maker	fish	-taught (u.m.)
time	-west (u.m.)	man	-hard (u.m.)	ward
wise	worm	maker	house	<b>god</b>
woman	<b>galvano (c.f.)</b>	making	maker	child
frying #pan	<i>all one word</i>	man	making	daughter
		set	man	father

<b>god—con.</b>	<b>goose—con.</b>	<b>grass—con.</b>	<b>green—con.</b>	<b>gum—con.</b>
head	pimply	quit (bird)	wood (forest)	field
hood	rump	roots (nonliteral)	yard	-gum
less	rumped	widow	greyhound	lac
like	skin	widower	grid	maker
mother	step	widowhood	iron	making
parent	stepper	<b>grave</b>	#leak	-saline (n.)
send	wing	bound	line	shoe
ship	winged	clothes	griddlecake	<b>gun</b>
son	<b>gospel</b>	digger	grill	#barrel
sonship	like	digging	room	bearer
wit (bird)	-true (u.m.)	maker	work	blast
<b>goggle</b>	gourdhead	making	grindstone	boat
-eye (fish)	<b>Government (U.S.</b>	side	<b>grip</b>	builder
-eyed (u.m.)	or foreign)	site	man	cotton
-nose (bird)	-in-exile	stead	sack	crew
goings-on	-owned (u.m.)	stone	wheel	deck
<b>gold</b>	-wide (u.m.)	ward	gristmill	fight
beater	governmentwide	yard	<b>gross</b>	fighter
beating	(State, city, etc.)	<b>gravel</b>	-minded (u.m.)	fighting
bound	<b>grab</b>	-blind (u.m.)	#weight	fire
brick (swindle)	-all (n., u.m.)	stone	grotto	flint
#brick (of real gold)	hook	<b>gray</b>	ground	house (naval)
-bright (u.m.)	rope	back (n., u.m.)	bird	lock
-brown (u.m.)	<b>grade</b>	beard (n.)	borne	maker
bug	finder	-clad (u.m.)	#glass	making
digger	line	coat (n.)	hog	man
digging	mark	-eyed (u.m.)	man	#mount
#dust	<b>grain</b>	fish	mass	paper
field	#alcohol	-haired (u.m.)	nut	pit
-filled (u.m.)	-cut (u.m.)	head	path	play
finch	field	-headed (u.m.)	plot	point
finny (fish)	-laden (u.m.)	#market	power	powder
fish	land	out (n., u.m.)	#sluice	power
foil	man	pate (bird)	-sluice	rack
hammer (bird)	mark	<b>grease</b>	speed	-rivet (v.)
head (bird)	sick	#gun	#swell	room
-inlaid (u.m.)	<b>gram</b>	#pit	time	runner
leaf	-fast (u.m.)	proof	ward	running
maker	-meter	<b>great</b>	wave	shop
making	-molecular	-aunt	#water	shot
plate (v.)	-negative (u.m.)	coat	work	-shy (u.m.)
-plated (u.m.)	-positive (u.m.)	coated	<b>group</b>	sight
-plating (u.m.)	<b>grand</b>	-eared (u.m.)	-connect (v.)	smith
#rush	aunt	-grandchild	#insurance	stock
smith	child	-granddaughter	<b>grown</b>	wale
smithing	daughter	-grandfather	up (n., u.m.)	<b>gut</b>
stone	father	-grandmother	upness	less
tail (moth)	fatherly	-grandson	<b>grub</b>	string
water (liquor)	mother	head (duck)	#hoe	guttapercha
work	motherly	-headed (u.m.)	stake	<b>gutter</b>
worker	nephew	heart	<b>guard</b>	blood
-wrought (u.m.)	niece	hearted	house	-bred (u.m.)
<b>golden</b>	parent	mouthed	line (printing)	man
#age	sire	-nephew	plate	snipe
eye (bird)	son	-niece	rail	spout
-fingered (u.m.)	stand	-uncle	room	<b>gymno (c.f.)</b>
-headed (u.m.)	uncle	<b>green</b>	#wire	<i>all one word</i>
#mean	<b>granite</b>	back (n., u.m.)	guardsman	<b>gyneco (c.f.)</b>
mouthead	like	backed	<b>guess</b>	<i>all one word</i>
wing (bird)	ware	belt (community)	rope	<b>gyro</b>
<b>good</b>	grant-in-aid	bone (fish)	warp	#horizon
by	<b>grape</b>	-clad (u.m.)	work	#mechanism
#fellow	fruit	-eyed (u.m.)	<b>guest</b>	#pelorus
-fellowship	juice	finch	chamber	plane, compass,
-for-nothing (n.,	-leaved (u.m.)	fish	house	etc.
u.m.)	seed	gage (plum)	room	<i>as combining form,</i>
hearted	shot	gill	rope	<i>one word</i>
-looker	skin	grocer	<b>guide</b>	
-looking (u.m.)	stalk	grocery	board	
-natured (u.m.)	stone	head (duck)	book	
#will (kindness)	vine	headed	craft	
will (salable	<b>graph</b>	hearted	line	
asset)	alloy	horn	post	
<b>goose</b>	#paper	house	#rail	
beak (fish)	<b>grapho (c.f.)</b>	keeper	way	
bird	<i>all one word</i>	keeping	#word	
bone	<b>grass</b>	-leaved (u.m.)	guided-missile (u.m.)	
-cackle	bird	room	guider-in	
#egg	#blade	sand (geology)	<b>guinea</b>	
-eyed (u.m.)	-clad (u.m.)	sick	#fowl	
fish	-covered (u.m.)	stone (mineral)	#hen	
flesh	cutter	stuff	#pig	
-footed (u.m.)	-green (u.m.)	sward	<b>gum</b>	
herd	hop	tail (fish)	#arabic	
house	hopper	town (community)	boil	
mouth	land	ware	chewer	
neck	nut	wing (bird)	digger	
necked	plot	#wood (literal)	drop	
pimples				

H

-bar  
-beam  
-piece

H

-bomb  
-hour**hack**barrow  
hammer  
log  
man  
saw**hag**born  
fish  
ride (v.)  
ridden

<b>hail</b>	<b>half-con.</b>	<b>hand-con.</b>	<b>hard-con.</b>	<b>hay</b>
#fellow	wit	mold (v.)	pan	band
stone	-witted (u.m.)	off (n., u.m.)	-pressed (u.m.)	bird
storm	-yearly (u.m.)	off (n., u.m.)	#rubber	cap
<b>hair</b>	<b>hall</b>	pick (v.)	-set (u.m.)	cart
band	boy	picked	#shell (n.)	cock
bird	mark	post	ship	#fever
breadth	way	press	spun	field
brush	<b>ham</b>	pressman	stand	fork
-check (n.)	shackle	print	standing	grower
cloth	string	rail	tack	loft
cut (n.)	<b>hammer</b>	railing	tail (fish)	lift
do	bird	reading	top (auto)	maker
dresser	cloth	saw	#tip	making
dressing	dress (v.)	scrape (v.)	ware	market
-fibered (u.m.)	-hard (u.m.)	set	wareman	mow
line	-harden (v.)	shake	way (beach)	rack
lock	-hardened (u.m.)	shaking	#wheat	rake
pin	#hardening	spade	-won (u.m.)	raker
#raiser	head	spike	wood	rick
#ribbon	headed	splice	#work	-scented (u.m.)
space (printing)	lock	split	-working (u.m.)	seed
splitter	maker	spring	wrought	stack
splitting	man	spun	<b>hare</b>	time
spring	proof	-stamp (v.)	brain	ward
stone	smith	stand	brained	wire
streak	stone	stitch	foot	<b>hazel</b>
stroke (printing)	#thrower	stone	footed	-eyed (u.m.)
#trigger	toe	stroke	hearted	nut
work	-weld (v.)	stuff	hound	<b>he-man</b>
worm	work	-tailored (u.m.)	lip	<b>head</b>
<b>half</b>	-wrought (u.m.)	tap	lipped	ache
-and-half (n., u.m.)	<b>hand</b>	tight	-mad (u.m.)	aching
-afraid	bag	tool	<b>harness</b>	achy
-alive	ball	-tooled (u.m.)	maker	band
-angry	baller	-tooling (u.m.)	-making (u.m.)	bander
back (football)	bank (v.)	truck	#race	block
-backed (u.m.)	barrow	wear	harum-scarum	board
-baked (u.m.)	bill	weave	<b>harvest</b>	cap
beak (fish)	book	wheel	#lice	chair
#binding	-bound (u.m.)	work	man	cheese
blood (n.)	bow	worked	time	chute
blooded	brake	worker	has-been (n.)	cloth
-bound (u.m.)	breadth	working	<b>hash</b>	dress
-bred (u.m.)	brush	woven	house	-ender
breed	-built (u.m.)	write (v.)	mark	fish
caste	car	writing	<b>hat</b>	band
#cent	-carry (v.)	written	band	box
-clear	cart	wrought	brim	frame
cock (v.)	-carve (v.)	handle-talkie	brush	gate
cocked (nonlit- eral)	clap	handlebar	cleaner	gear
-dark	clapping	handyman	#hook	house
#day	clasp	<b>hang</b>	maker	hunt
deck	-clean (v.)	back (n.)	making	hunter
-decked (u.m.)	craft	bird	piece (cap)	hunting
-decker	crank	dog	pin	lamp
-feed (v.)	cuff	fire	rack	land
headed	cuffed	man	rail	ledge
hearted	-cut (v.)	nail	shop	light
#hour	#drill	nest (bird)	stand	lighting
-hourly (u.m.)	-embroidered	net	store	line
#load	(u.m.)	out (n., u.m.)	#tree	liner
-loaded (u.m.)	-fed (v.)	over (n., u.m.)	<b>hatch</b>	lock
-mast	#fishing	worm	man	long
#measure	fold	<b>hanger</b>	way	man
#mile	grasp	-back	work	master
-miler	grenade	-on	up	mistress
-monthly (u.m.)	grip	happy-go-lucky	hara-kiri	mold
#moon	guard	hara-kiri	fish	most
#nelson	gun	<b>harbor</b>	man	note
-on (n., u.m.)	-high (u.m.)	master	#stake	-on (u.m.)
pace	hold	side	<b>haul</b>	phone
paced	hole	<b>hard</b>	about (n., u.m.)	piece
#past	-in-hand (u.m.)	-and-fast (u.m.)	away (n., u.m.)	plate
penny	kerchief	back (beetle)	back (n.)	post
pennyworth	-knot (v.)	-baked (u.m.)	haulageway	quarters
-ripe	-knitter	-bitten (u.m.)	have-not (n., u.m.)	reach
-shy	laid	-boiled (u.m.)	haversack	rest
-sole (v.)	-letter (v.)	fist (n.)	<b>hawk</b>	ring
#speed	#lever	fisted	bill	room
stitch	lift (truck)	handed	-billed (u.m.)	rope
-strength (u.m.)	like	hat (n.)	-nosed (u.m.)	sal
title	line	head	<b>haws</b>	set
tone (printing)	liner	headed	hole	setting (printing)
track	made	hearted	#hook	shake
-true	maid	-hit (u.m.)	man	skill
-truth	-me-down (n., u.m.)	-looking (u.m.)	piece	skin
way	mill	mouth (fish)	pipe	space
-weekly (u.m.)	mix (v.)	mouthed		

<b>head—con.</b>	<b>heavy</b>	<b>hen—con.</b>	<b>high—con.</b>	<b>hold—con.</b>
spin	back	pecking	way	down (n., u.m.)
spring	-duty (u.m.)	roost	wayman	fast (n., u.m.)
stall	-eyed (u.m.)	wife	higher-up (n.)	off (n., u.m.)
stand	-footed (u.m.)	woodite	<b>hill</b>	out (n., u.m.)
start	handed	yard	billy	over (n., u.m.)
stick	headed	<b>hence</b>	bird	up (n., u.m.)
stock	hearted	forth	#country	upman
stone	-looking (u.m.)	forward	culture (farming)	<b>holder</b>
stream	-set (u.m.)	hepato (c.f.)	man	man
strong	#water	<i>all one word</i>	sale	-forth
strongly	weight (n., u.m.)	<b>hepta (c.f.)</b>	salesman	-on
<b>#tax</b>	<b>hecto (c.f.)</b>	<i>all one word</i>	side	-up
wall	<i>all one word</i>	<b>here</b>	top	<b>hole</b>
waiter	<b>hedge</b>	about	<b>hind</b>	-high (u.m.)
water	born	after	brain	man
way	bound	at	cast	through
wear	breaker	by	foremost	<b>hollow</b>
wind	hog	from	gut (n.)	back (bookbind-
work	hop	in	head	ing)
worker	hopper	inabove	leg	-backed (u.m.)
working	maker	inafter	most	-eyed (u.m.)
yard	making	inbefore	quarter	faced
<b>header-up</b>	pig	into	saddle	-ground (u.m.)
<b>heal-all (n., u.m.)</b>	row	of	#shank	hearted
<b>healthcraft</b>	#trimmer	on	sight	ware
<b>hearing #aid</b>	<b>heel</b>	to	wing	<b>holo (c.f.)</b>
<b>heart</b>	ball	tofore	<b>hip</b>	<i>all one word</i>
ache	band	under	bone	<b>holy</b>
aching	block	unto	mold	#day
beat	cap	upon	shot	stone
bird	fast	with	<b>hippo (c.f.)</b>	tide
block	grip	heroicomic	<i>all one word</i>	#year
blood	#lift	herringbone	<b>histo (c.f.)</b>	<b>home</b>
bound	maker	hetero (c.f.)	<i>all one word</i>	-baked (u.m.)
break	making	-ousia, etc.	<b>hit</b>	body
breaker	pad	<i>rest one word</i>	-and-miss (u.m.)	born
breaking	path	<b>hexa (c.f.)</b>	-and-run (u.m.)	bound
broken	piece	<i>all one word</i>	-or-miss (u.m.)	bred
burn	plate	<b>hi</b>	<b>hitch</b>	brew
burning	post	-fi	hiker	builder
deep	print	jacked	hiking	building
felt	ring	jacker	hoarfrost	<b>#buyer</b>
free (u.m.)	stay	jacking	<b>hoary</b>	coming
grief	strap	<b>hide</b>	-haired (u.m.)	craft
heavy	tap	-and-seek (n., u.m.)	headed	-fed (u.m.)
land	<b>helio (c.f.)</b>	away (n., u.m.)	<b>hob</b>	felt
leaf	<i>all one word</i>	bound	goblin	folk
-leaved (u.m.)	<b>hell</b>	out (n., u.m.)	nail	freeze (u.m., v.)
line	bender	<b>high</b>	nailed	freezer
nut	bent	ball	nailer	freezing
quake	born	binder	nob	front
seed	bound	born	nobbed	furnishing(s) (n.)
sick	box (printing)	boy	nobbing	goer
sickening	bred	bred	hobbyhorse	going
sickness	cat	brow (nonliteral)	hockshop	growing
sore	-dark (u.m.)	-caliber (u.m.)	hocus-pocus	grown
string	diver	-class (u.m.)	<b>hod</b>	keeper
struck	dog	#climber	#carrier	keeping
throb	fire	flier (n.)	man	land
-throbbing (u.m.)	hole	flying (u.m.)	hodgepodge	lander
-weary (u.m.)	hound	-foreheaded (u.m.)	hog	life
wood	-red (u.m.)	#frequency	back	like
<b>hearth</b>	ship	handed	-backed (u.m.)	made
man	<b>help</b>	-hat (v.)	#cholera	maker
rug	mate	headed	-faced (u.m.)	making
stone	meet	hearted	fat	owner
warming	helter-skelter	jinks	fish	ownership
<b>heat</b>	<b>hem</b>	land (n., u.m.)	frame	owning
drops	stitch	lander	hide	plate
maker	stitching	#light (literal)	nose (machine)	room
making	<b>hema (c.f.)</b>	light (nonliteral)	-nosed (u.m.)	rule
proof	<i>all one word</i>	-minded (u.m.)	pen	seeker
#pump	<b>hemato (c.f.)</b>	#pass	skin	sick
#rash	<i>all one word</i>	-power (u.m.)	sty	sickness
-resistant (u.m.)	<b>hemi (pref.)</b>	-pressure (u.m., v.)	-tie (v.)	site
stroke	<i>all one word</i>	-priced (u.m.)	tight	spun
treat (v.)	<b>hemo (c.f.)</b>	#proof	wash	stead
-treating (u.m.)	<i>all one word</i>	-reaching (u.m.)	-wild (u.m.)	steader
#wave	<b>hemp</b>	-rigger (n.)	yard	stretch
heathland	seed	road	hog's-back (geol.)	town
<b>heaven</b>	string	#school (u.m.)	hogshead	ward
-inspired (u.m.)	<b>hen</b>	#seas	hoist	work
-sent (u.m.)	bill	stepper	away (n.)	worker
ward	coop	stepping	man	woven
wide	-feathered (u.m.)	tail (v.)	way	<b>homeo (c.f.)</b>
<b>heaver</b>	fish	-tension (u.m.)	<b>hold</b>	<i>all one word</i>
-off	hearted	#tide	all (n., u.m.)	<b>homo</b>
-out	house	-up (u.m.)	back (n., u.m.)	#legalis
-over	pecked	#water	clear (n., u.m.)	#sapiens

<b>homo</b> (c.f.) -ousia, etc. <i>rest one word</i>	<b>horn—con.</b> tip work	<b>hound—con.</b> man shark	<b>hundred—con.</b> -percentor -pounder weight	<b>idle</b> headed -looking (u.m.) -minded (u.m.) #wheel ileo (c.f.) <i>all one word</i> ilio (c.f.) <i>all one word</i>
<b>honey</b> -colored (u.m.) comb combed combing dew dewed drop eater fogle hearted -laden (u.m.) lipped maker making moon mooner moonlight moonstruck mouthed pot sucker sweet	<b>horse</b> back breaker car cloth craft dealer fair fight fish fish flesh hair haired head herd hide hoof -hour jockey keeper keeping laugh laughter load man manship meat mint play pond power power-hour power-year pox race racer racing sense shoe shoer tail thief #trade whip whipper woman	<b>hour</b> glass #hand #wheel <b>house</b> boat bound boy break breaker breaking broken builder building #call cleaner -cleaning (u.m.) coat dress father fly furnishing(s) (n.) guest hold holder holding keep (v.) keeper keeping line maid man master mate mating mistress mother owner parent pest -raising (u.m.) ridden room smith top trailer wares warming wear wife work wright	<b>hunger</b> -mad (u.m.) -worn (u.m.) <b>hunts</b> man woman husbandman hurly-burly <b>hush</b> -hush #money up (n., u.m.) <b>hydro</b> (c.f.) electric, plant, power, etc. #station <i>rest one word</i> <b>hygro</b> (c.f.) <i>all one word</i> <b>hyper</b> (pref.) -Dorian, etc. <i>rest one word</i> <b>hypo</b> (pref.) <i>all one word</i> <b>hystero</b> (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i>	<b>in</b> -and-in (u.m.) -and-out (u.m.) -and-outer -being (adv., u.m.) -flight (u.m.) -house -law (n.) asmuch, sofar #re, #rem, #situ, etc. (Latin) <b>in</b> (pref.) active, service, etc. <i>rest one word</i> <b>inch</b> -deep (u.m.) -long (u.m.) meal -pound -ton index-digest <b>india</b> #ink #paper #rubber <b>indigo</b> -blue (u.m.) -carmine (u.m.) <b>Indo</b> (c.f.) china <sup>1</sup> -European, etc. industrywide infantryman <b>infra</b> (pref.) -anal -auricular -axillary -esophageal -umbilical <i>rest one word</i>
<b>honor</b> bound #man worthy	<b>hoof</b> beat bound mark print -printed (u.m.)	<b>how</b> -do-you-do (n.) ever soever	<b>ice</b> berg bird blind #blindness blink block boat bone bound box breaker breaking cap capped -clad (u.m.) -cold (u.m.) -cooled (u.m.) -covered (u.m.) craft #cream fall field fish #fishing -free (u.m.) house land line maker making man pack plant plov quake #shelf #storm #water work	<b>in</b> -usage -use (v.) #will -wisher -wishing (u.m.)
<b>hood</b> cap mold wink winked winking	<b>hook</b> ladder maker making man nose -nosed (u.m.) pin smith up (n., u.m.) worm	<b>hub</b> cap -deep (u.m.) maker making	<b>hyper</b> (pref.) -Dorian, etc. <i>rest one word</i> <b>hypo</b> (pref.) <i>all one word</i> <b>hystero</b> (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i>	<b>index-digest</b> <b>india</b> #ink #paper #rubber <b>indigo</b> -blue (u.m.) -carmine (u.m.) <b>Indo</b> (c.f.) china <sup>1</sup> -European, etc. industrywide infantryman <b>infra</b> (pref.) -anal -auricular -axillary -esophageal -umbilical <i>rest one word</i>
<b>hooker</b> -off -on -out -over -up	<b>hoop</b> maker making stick	<b>humane</b> kind like	<b>hunger</b> -mad (u.m.) -worn (u.m.) <b>hunts</b> man woman husbandman hurly-burly <b>hush</b> -hush #money up (n., u.m.) <b>hydro</b> (c.f.) electric, plant, power, etc. #station <i>rest one word</i> <b>hygro</b> (c.f.) <i>all one word</i> <b>hyper</b> (pref.) -Dorian, etc. <i>rest one word</i> <b>hypo</b> (pref.) <i>all one word</i> <b>hystero</b> (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i>	<b>ingot</b> #iron maker man inguino (c.f.) <i>all one word</i> <b>ink</b> -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone
<b>hooker</b> -off -on -out -over -up	<b>hop</b> about (n., u.m.) off (n., u.m.) scotch toad yard	<b>humble</b> bee hearted -looking (u.m.) mouthed -spirited (u.m.) humdrum	<b>hyper</b> (pref.) -Dorian, etc. <i>rest one word</i> <b>hypo</b> (pref.) <i>all one word</i> <b>hystero</b> (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i>	<b>ingot</b> #iron maker man inguino (c.f.) <i>all one word</i> <b>ink</b> -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone
<b>hoop</b> maker making stick	<b>hope</b> #chest	<b>humero</b> (c.f.) -olecranal <i>rest one word</i>	<b>hump</b> back backed -shouldered (u.m.) humpty-dumpty	<b>ingot</b> #iron maker man inguino (c.f.) <i>all one word</i> <b>ink</b> -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone
<b>hopper</b> burn #car dozer man	<b>horehound</b>	<b>humpty-dumpty</b>	<b>hunch</b> back backed	<b>ingot</b> #iron maker man inguino (c.f.) <i>all one word</i> <b>ink</b> -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone
<b>hormone</b> (c.f.) <i>all one word</i>	<b>horn</b> bill blende blower book -eyed (u.m.) pipe stay stone tail	<b>hundred</b> fold -legged (u.m.)	<b>hundred—con.</b> -percentor -pounder weight	<b>ingot</b> #iron maker man inguino (c.f.) <i>all one word</i> <b>ink</b> -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone
<b>honor</b> bound #man worthy	<b>hoof</b> beat bound mark print -printed (u.m.)	<b>hundred</b> fold -legged (u.m.)	<b>hyper</b> (pref.) -Dorian, etc. <i>rest one word</i> <b>hypo</b> (pref.) <i>all one word</i> <b>hystero</b> (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i>	<b>ingot</b> #iron maker man inguino (c.f.) <i>all one word</i> <b>ink</b> -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone
<b>hood</b> cap mold wink winked winking	<b>hook</b> ladder maker making man nose -nosed (u.m.) pin smith up (n., u.m.) worm	<b>hound—con.</b> man shark	<b>hundred—con.</b> -percentor -pounder weight	<b>ingot</b> #iron maker man inguino (c.f.) <i>all one word</i> <b>ink</b> -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone
<b>hooker</b> -off -on -out -over -up	<b>hoop</b> maker making stick	<b>hour</b> glass #hand #wheel <b>house</b> boat bound boy break breaker breaking broken builder building #call cleaner -cleaning (u.m.) coat dress father fly furnishing(s) (n.) guest hold holder holding keep (v.) keeper keeping line maid man master mate mating mistress mother owner parent pest -raising (u.m.) ridden room smith top trailer wares warming wear wife work wright	<b>hyper</b> (pref.) -Dorian, etc. <i>rest one word</i> <b>hypo</b> (pref.) <i>all one word</i> <b>hystero</b> (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i>	<b>ingot</b> #iron maker man inguino (c.f.) <i>all one word</i> <b>ink</b> -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone
<b>hooker</b> -off -on -out -over -up	<b>hoop</b> maker making stick	<b>how</b> -do-you-do (n.) ever soever	<b>hyper</b> (pref.) -Dorian, etc. <i>rest one word</i> <b>hypo</b> (pref.) <i>all one word</i> <b>hystero</b> (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i>	<b>ingot</b> #iron maker man inguino (c.f.) <i>all one word</i> <b>ink</b> -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone
<b>hooker</b> -off -on -out -over -up	<b>hoop</b> maker making stick	<b>hub</b> cap -deep (u.m.) maker making	<b>hyper</b> (pref.) -Dorian, etc. <i>rest one word</i> <b>hypo</b> (pref.) <i>all one word</i> <b>hystero</b> (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i>	<b>ingot</b> #iron maker man inguino (c.f.) <i>all one word</i> <b>ink</b> -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone
<b>hooker</b> -off -on -out -over -up	<b>hoop</b> maker making stick	<b>humane</b> kind like	<b>hyper</b> (pref.) -Dorian, etc. <i>rest one word</i> <b>hypo</b> (pref.) <i>all one word</i> <b>hystero</b> (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i>	<b>ingot</b> #iron maker man inguino (c.f.) <i>all one word</i> <b>ink</b> -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone
<b>hooker</b> -off -on -out -over -up	<b>hoop</b> maker making stick	<b>humero</b> (c.f.) -olecranal <i>rest one word</i>	<b>hyper</b> (pref.) -Dorian, etc. <i>rest one word</i> <b>hypo</b> (pref.) <i>all one word</i> <b>hystero</b> (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i>	<b>ingot</b> #iron maker man inguino (c.f.) <i>all one word</i> <b>ink</b> -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone
<b>hooker</b> -off -on -out -over -up	<b>hoop</b> maker making stick	<b>humpty-dumpty</b>	<b>hyper</b> (pref.) -Dorian, etc. <i>rest one word</i> <b>hypo</b> (pref.) <i>all one word</i> <b>hystero</b> (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i>	<b>ingot</b> #iron maker man inguino (c.f.) <i>all one word</i> <b>ink</b> -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone
<b>hooker</b> -off -on -out -over -up	<b>hoop</b> maker making stick	<b>hunch</b> back backed	<b>hyper</b> (pref.) -Dorian, etc. <i>rest one word</i> <b>hypo</b> (pref.) <i>all one word</i> <b>hystero</b> (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i>	<b>ingot</b> #iron maker man inguino (c.f.) <i>all one word</i> <b>ink</b> -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone
<b>hooker</b> -off -on -out -over -up	<b>hoop</b> maker making stick	<b>hundred</b> fold -legged (u.m.)	<b>hyper</b> (pref.) -Dorian, etc. <i>rest one word</i> <b>hypo</b> (pref.) <i>all one word</i> <b>hystero</b> (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i>	<b>ingot</b> #iron maker man inguino (c.f.) <i>all one word</i> <b>ink</b> -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone
<b>hooker</b> -off -on -out -over -up	<b>hoop</b> maker making stick	<b>hound—con.</b> man shark	<b>hyper</b> (pref.) -Dorian, etc. <i>rest one word</i> <b>hypo</b> (pref.) <i>all one word</i> <b>hystero</b> (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i>	<b>ingot</b> #iron maker man inguino (c.f.) <i>all one word</i> <b>ink</b> -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone
<b>hooker</b> -off -on -out -over -up	<b>hoop</b> maker making stick	<b>hour</b> glass #hand #wheel <b>house</b> boat bound boy break breaker breaking broken builder building #call cleaner -cleaning (u.m.) coat dress father fly furnishing(s) (n.) guest hold holder holding keep (v.) keeper keeping line maid man master mate mating mistress mother owner parent pest -raising (u.m.) ridden room smith top trailer wares warming wear wife work wright	<b>hyper</b> (pref.) -Dorian, etc. <i>rest one word</i> <b>hypo</b> (pref.) <i>all one word</i> <b>hystero</b> (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i>	<b>ingot</b> #iron maker man inguino (c.f.) <i>all one word</i> <b>ink</b> -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone
<b>hooker</b> -off -on -out -over -up	<b>hoop</b> maker making stick	<b>how</b> -do-you-do (n.) ever soever	<b>hyper</b> (pref.) -Dorian, etc. <i>rest one word</i> <b>hypo</b> (pref.) <i>all one word</i> <b>hystero</b> (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i>	<b>ingot</b> #iron maker man inguino (c.f.) <i>all one word</i> <b>ink</b> -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone
<b>hooker</b> -off -on -out -over -up	<b>hoop</b> maker making stick	<b>hub</b> cap -deep (u.m.) maker making	<b>hyper</b> (pref.) -Dorian, etc. <i>rest one word</i> <b>hypo</b> (pref.) <i>all one word</i> <b>hystero</b> (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i>	<b>ingot</b> #iron maker man inguino (c.f.) <i>all one word</i> <b>ink</b> -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone
<b>hooker</b> -off -on -out -over -up	<b>hoop</b> maker making stick	<b>humane</b> kind like	<b>hyper</b> (pref.) -Dorian, etc. <i>rest one word</i> <b>hypo</b> (pref.) <i>all one word</i> <b>hystero</b> (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i>	<b>ingot</b> #iron maker man inguino (c.f.) <i>all one word</i> <b>ink</b> -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone
<b>hooker</b> -off -on -out -over -up	<b>hoop</b> maker making stick	<b>humero</b> (c.f.) -olecranal <i>rest one word</i>	<b>hyper</b> (pref.) -Dorian, etc. <i>rest one word</i> <b>hypo</b> (pref.) <i>all one word</i> <b>hystero</b> (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i>	<b>ingot</b> #iron maker man inguino (c.f.) <i>all one word</i> <b>ink</b> -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone
<b>hooker</b> -off -on -out -over -up	<b>hoop</b> maker making stick	<b>humpty-dumpty</b>	<b>hyper</b> (pref.) -Dorian, etc. <i>rest one word</i> <b>hypo</b> (pref.) <i>all one word</i> <b>hystero</b> (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i>	<b>ingot</b> #iron maker man inguino (c.f.) <i>all one word</i> <b>ink</b> -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone
<b>hooker</b> -off -on -out -over -up	<b>hoop</b> maker making stick	<b>hunch</b> back backed	<b>hyper</b> (pref.) -Dorian, etc. <i>rest one word</i> <b>hypo</b> (pref.) <i>all one word</i> <b>hystero</b> (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i>	<b>ingot</b> #iron maker man inguino (c.f.) <i>all one word</i> <b>ink</b> -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone
<b>hooker</b> -off -on -out -over -up	<b>hoop</b> maker making stick	<b>hundred</b> fold -legged (u.m.)	<b>hyper</b> (pref.) -Dorian, etc. <i>rest one word</i> <b>hypo</b> (pref.) <i>all one word</i> <b>hystero</b> (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i>	<b>ingot</b> #iron maker man inguino (c.f.) <i>all one word</i> <b>ink</b> -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone
<b>hooker</b> -off -on -out -over -up	<b>hoop</b> maker making stick	<b>hound—con.</b> man shark	<b>hyper</b> (pref.) -Dorian, etc. <i>rest one word</i> <b>hypo</b> (pref.) <i>all one word</i> <b>hystero</b> (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i>	<b>ingot</b> #iron maker man inguino (c.f.) <i>all one word</i> <b>ink</b> -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone
<b>hooker</b> -off -on -out -over -up	<b>hoop</b> maker making stick	<b>hour</b> glass #hand #wheel <b>house</b> boat bound boy break breaker breaking broken builder building #call cleaner -cleaning (u.m.) coat dress father fly furnishing(s) (n.) guest hold holder holding keep (v.) keeper keeping line maid man master mate mating mistress mother owner parent pest -raising (u.m.) ridden room smith top trailer wares warming wear wife work wright	<b>hyper</b> (pref.) -Dorian, etc. <i>rest one word</i> <b>hypo</b> (pref.) <i>all one word</i> <b>hystero</b> (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i>	<b>ingot</b> #iron maker man inguino (c.f.) <i>all one word</i> <b>ink</b> -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone
<b>hooker</b> -off -on -out -over -up	<b>hoop</b> maker making stick	<b>how</b> -do-you-do (n.) ever soever	<b>hyper</b> (pref.) -Dorian, etc. <i>rest one word</i> <b>hypo</b> (pref.) <i>all one word</i> <b>hystero</b> (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i>	<b>ingot</b> #iron maker man inguino (c.f.) <i>all one word</i> <b>ink</b> -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone
<b>hooker</b> -off -on -out -over -up	<b>hoop</b> maker making stick	<b>hub</b> cap -deep (u.m.) maker making	<b>hyper</b> (pref.) -Dorian, etc. <i>rest one word</i> <b>hypo</b> (pref.) <i>all one word</i> <b>hystero</b> (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i>	<b>ingot</b> #iron maker man inguino (c.f.) <i>all one word</i> <b>ink</b> -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone
<b>hooker</b> -off -on -out -over -up	<b>hoop</b> maker making stick	<b>humane</b> kind like	<b>hyper</b> (pref.) -Dorian, etc. <i>rest one word</i> <b>hypo</b> (pref.) <i>all one word</i> <b>hystero</b> (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i>	<b>ingot</b> #iron maker man inguino (c.f.) <i>all one word</i> <b>ink</b> -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone
<b>hooker</b> -off -on -out -over -up	<b>hoop</b> maker making stick	<b>humero</b> (c.f.) -olecranal <i>rest one word</i>	<b>hyper</b> (pref.) -Dorian, etc. <i>rest one word</i> <b>hypo</b> (pref.) <i>all one word</i> <b>hystero</b> (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i>	<b>ingot</b> #iron maker man inguino (c.f.) <i>all one word</i> <b>ink</b> -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone
<b>hooker</b> -off -on -out -over -up	<b>hoop</b> maker making stick	<b>humpty-dumpty</b>	<b>hyper</b> (pref.) -Dorian, etc. <i>rest one word</i> <b>hypo</b> (pref.) <i>all one word</i> <b>hystero</b> (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i>	<b>ingot</b> #iron maker man inguino (c.f.) <i>all one word</i> <b>ink</b> -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone
<b>hooker</b> -off -on -out -over -up	<b>hoop</b> maker making stick	<b>hunch</b> back backed	<b>hyper</b> (pref.) -Dorian, etc. <i>rest one word</i> <b>hypo</b> (pref.) <i>all one word</i> <b>hystero</b> (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i>	<b>ingot</b> #iron maker man inguino (c.f.) <i>all one word</i> <b>ink</b> -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone
<b>hooker</b> -off -on -out -over -up	<b>hoop</b> maker making stick	<b>hundred</b> fold -legged (u.m.)	<b>hyper</b> (pref.) -Dorian, etc. <i>rest one word</i> <b>hypo</b> (pref.) <i>all one word</i> <b>hystero</b> (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i>	<b>ingot</b> #iron maker man inguino (c.f.) <i>all one word</i> <b>ink</b> -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone
<b>hooker</b> -off -on -out -over -up	<b>hoop</b> maker making stick	<b>hound—con.</b> man shark	<b>hyper</b> (pref.)	

ink—con. well writer	J-bolt	jib—con. man -o-jib stay	kerato (c.f.) <i>all one word</i>	kittenhearted
inn keeper yard	jack ass bird box fish hammer head -in-the-box knife light line man -of-all-trades -o'-lantern -plane (v.) pot rabbit screw shaft snipe stay straw tar #towel yard yarder	jig -a-jig back -drill (v.) man saw sawed sawing	kettle drum drummer stitch	Klans man woman
inner #man spring	insect-borne (u.m.)	job holder #lot man #press #printer seeker #shop site #ticket #type work	#drawing (printing) holder hole lock man note noter punch ring seat seater smith stone stop way word work worker	knap sack sacked sacking
ino (c.f.) <i>all one word</i>	instrumentman	joggle #piece work	kick about (n., u.m.) back (n., u.m.) -in (n., u.m.) off (n., u.m.) out (n., u.m.) up (n., u.m.)	knee -braced (u.m.) brush cap -cap (u.m.) #halter -high (u.m.) hole #jerk pad pan piece stone strap
inter (pref.) -American, etc. <i>rest one word</i>	Irish -American -born (u.m.) man woman	joint maker #owner	kid #point skin	knick knack point
intra (pref.) -atomic, etc. <i>rest one word</i>	iron #age back bound -braced (u.m.) #casing clad fisted -free (u.m.) handed hard headed hearted like -lined (u.m.) #lung maker making man master mold monger -red (u.m.) shod shot (mineral) (u.m.) #shot (golf) side sided smith stone ware work worked worker working works	joke book smith joulemeter	kill deer (bird) devil joy time (n., u.m.)	knife board #edge #grinder like man smith way
intro (pref.) <i>all one word</i>	jail bird house	journey man work	kiin -dry (v.) eye hole man rib stick tree	knight -errant head hood
Irish -American -born (u.m.) man woman	jam nut pack packed	joy hop killer ride stick jukebox	kiin -dry (v.) eye hole man rib stick tree	knit back #goods wear work
iron #age back bound -braced (u.m.) #casing clad fisted -free (u.m.) handed hard headed hearted like -lined (u.m.) #lung maker making man master mold monger -red (u.m.) shod shot (mineral) (u.m.) #shot (golf) side sided smith stone ware work worked worker working works	jaw bone breaker breaking fish foot -locked (u.m.) smith twister	jump master off (n., u.m.) rock jungle -clad (u.m.) -covered (u.m.) side	kiin -dry (v.) eye hole man rib stick tree	knob kerrie #lock stick stone
ironer-up	jay hawk hawker walk walker walking	junk board #dealer man pile yard	kilo (pref.) gram-meter volt-ampere watt-hour <i>rest one word</i>	knock about (n., u.m.) away (n., u.m.) down (n., u.m.) -knee (n.) -kneed (u.m.) off (n., u.m.) -on (n., u.m.) out (n., u.m.) stone up (n., u.m.)
island -born (u.m.) -dotted (u.m.) man wide iso (c.f.) -octane -oleic -osmosis <i>rest one word</i>	jelly bean fish roll	jury #box #fixer #fixing (u.m.) man -rigged (u.m.) woman	king hearted	knocker -off -up
island -born (u.m.) -dotted (u.m.) man wide iso (c.f.) -octane -oleic -osmosis <i>rest one word</i>	jerk #pump water	juxta (c.f.) -ampullar -articular <i>rest one word</i>	king bird bolt #crab craft fish fisher head hood hunter like maker making piece pin #post kins folk man people woman	knot hole horn work
island -born (u.m.) -dotted (u.m.) man wide iso (c.f.) -octane -oleic -osmosis <i>rest one word</i>	jerry -build (v.) builder -built (u.m.) jestbook	K -ration -term	kiss-off (n., u.m.)	know -all (n., u.m.) -how (n., u.m.) -it-all (n., u.m.) -little (n., u.m.) -nothing (n., u.m.)
island -born (u.m.) -dotted (u.m.) man wide iso (c.f.) -octane -oleic -osmosis <i>rest one word</i>	jet #airliner #airplane black (u.m.) #bomber liner plane power -powered (u.m.) prop -propelled (u.m.) #propulsion stream ware wash	keel block boat boatman fat haul hailed hauling -laying (u.m.) #line man	ku kiss-off (n., u.m.)	knuckle -bone -dEEP (u.m.) #duster -kneed (u.m.)
island -born (u.m.) -dotted (u.m.) man wide iso (c.f.) -octane -oleic -osmosis <i>rest one word</i>	jew bird fish stone	keep sake worthy	ku kiss-off (n., u.m.)	Ku #Klux #Klan
island -born (u.m.) -dotted (u.m.) man wide iso (c.f.) -octane -oleic -osmosis <i>rest one word</i>	jewel -bright (u.m.) house -studded (u.m.) jew's-harp	kelp fish ware	kitchen maid man #servant ware wife work	L -bar -beam -block -square
island -born (u.m.) -dotted (u.m.) man wide iso (c.f.) -octane -oleic -osmosis <i>rest one word</i>	jib head headed header	kit flier flying	labor saving #union	labio (c.f.) <i>all one word</i>



<b>lace</b> bug -edged (u.m.) #edging maker making man #paper piece wing (insect) -winged (u.m.) woman work worked worker	<b>land—con.</b> -grant (u.m.) holder holding #horse lady line locked look looker lord lubber man mark mass #measure mine #office owner ownership owning plane -poor (u.m.) power right scape sick side site slide slip #snail spout storm #tax #taxer ward wash wire wrack yard lantern -jawed (u.m.) man #slide lap board #joint -lap robe #siding streak streaked streaker weld (v.) -welded (u.m.) -welding (u.m.) wing (bird) work large brained -eyed -handed (u.m.) hearted #intestine -minded (u.m.) mouthed -scale (u.m.) lark -colored (u.m.) spur laryngo (c.f.) <i>all one word</i> last -born (u.m.) -cited (u.m.) -ditcher -named (u.m.) latch bolt key man string late -born (u.m.) comer coming -lamented (u.m.) -maturing (u.m.)	<b>latero (c.f.)</b> <i>all one word</i> lath -backed (u.m.) maker work lath -bore (v.) man latter -day (u.m.) most lattice #stitch work laughing #gas stock launchsite laundry maid man owner #room woman law -abiding (u.m.) book breaker breaking #court craft -fettered (u.m.) giver giving maker making #office proof suit suiting lawnmower lay away (n., u.m.) back (n., u.m.) boy -by (n.) down (n., u.m.) man -minded (u.m.) off (n., u.m.) on (n., u.m.) out (n., u.m.) over (n., u.m.) up (n., u.m.) woman layer -on -out -over -up lazy bird bones boots #guy #jack legs lead -burn (v.) -filled (u.m.) girl -gray (u.m.) -in (n., u.m.) line #line (med., naut. only) man off (n., u.m.) out (n., u.m.) #pencil time way work leaden -eyed (u.m.) hearted pated -souled (u.m.)	<b>leader</b> #line work leaf boy bud bug -clad (u.m.) -eating (u.m.) girl hopper #mold -red (u.m.) -shaped (u.m.) stalk work lean -faced (u.m.) -looking (u.m.) -to (n., u.m.) leap frog frogger frogging #year lease back (n., u.m.) hold holder holding leather back -backed (u.m.) board -bound (u.m.) -brown (u.m.) -covered (u.m.) craft fish head headed maker making neck side ware wing work worker working leavetakng lee #anchor board -bow (v.) fang #shore #tide ward way #wheel leech eater #rope left -bank (v.) -hand (u.m.) -handed (u.m.) -hander most over (n., u.m.) -sided (u.m.) ward wing (political) winger (political) wingism (political) leg band banding piece puller pulling pulling rope (v.) work lend-lease (all meanings)	<b>length</b> ways wise lepto (c.f.) <i>all one word</i> let down (n., u.m.) off (n., u.m.) up (n., u.m.) letter bound box #carrier drop gram head #paper -perfect (u.m.) press space spaced spacing writer writing leuc(o) (c.f.) <i>all one word</i> level headed #line liberal #arts -minded (u.m.) lieutenant #colonel -colonelcy #governor -governorship life belt blood boat boatman #buoy drop #everlasting float giver giving guard hold holder jacket like line long #mask #net raft #rate ring saver saving -size (u.m.) -sized (u.m.) spat spring stream tide time timer vest weary (u.m.) work lift-off (n., u.m.) light -armed (u.m.) borne brained #buoy -clad (u.m.) -colored (u.m.) -drab (u.m.) -draft (u.m.) face (printing) faced -footed (u.m.) headed headed hearted
---	---	---	---	---

<b>light—con.</b>	<b>live—con.</b>	<b>long—con.</b>	<b>low—con.</b>	<b>mail</b>
house	#wire	head (n.)	#tide	bag
house #keeping	wire (nonliteral)	headed	#water	box
(nautical)	<b>liver</b>	horn (cattle)	<b>lower</b>	clad
#housekeeping	-brown (u.m.)	-horned (u.m.)	case (printing)	clerk
(domestic)	-colored (u.m.)	jaw (fish)	cased (printing)	guard
houseman	hearted	#jump	#class	man
keeper	wurst	leaf	classman	-order (u.m.)
man	living #room	-leaved (u.m.)	#deck	plane
mouthed	<b>load</b>	-legged (u.m.)	#grade	pouch
proof	#displacement	legs (n.)	most	room
-producing (u.m.)	line	-lived (u.m.)	#world	truck
room (navigation)	master	#measure	<b>lug</b>	<b>main</b>
ship	meter	mouthed	bolt	#brace
-struck (u.m.)	<b>loan</b>	neck (duck)	mark	land
weight (n., u.m.)	monger	-necked (u.m.)	#rig	lander
wood	word	nose (n.)	sail	mast
-year	<b>lob</b>	-nosed (u.m.)	lukewarm	pin
<b>lighter</b>	fig	-past (u.m.)	<b>lumber</b>	sail
man	lolly	play (records)	jack	sheet
-than-air (u.m.)	tail	playing (records)	man	spring
<b>like</b>	<b>lobster</b>	(u.m.)	#room	stay
-looking (u.m.)	#pot	run (u.m.)	yard	stream (nonlit-
-minded (u.m.)	proof	shoreman	<b>lumbo</b> (c.f.)	eral)
wise	-tailed (u.m.)	spun	-ovarian	top
<b>lily</b>	<b>lock</b>	spur (bird)	<i>rest one word</i>	topman
handed	box	standing (u.m.)	lumen-hour	topmast
-shaped (u.m.)	fast	stitch	<b>lump</b>	#yard
-white (u.m.)	hole	tail	fish	<b>maize</b>
<b>lime</b>	jaw	#term	sucker	bird
house	maker	time (u.m.)	<b>lunch</b>	-eater (bird)
juice	making	#ton	box	<b>major</b>
juicer	man	wave (radio)	room	-domo
kiln	nut	ways	time	#general
light	out (n., u.m.)	wise	<b>lung</b>	#key
lighter	pin	wool (sheep)	#fever	#league
pit	#pouch	work	fish	-leaguer
quat	ring	<b>look</b>	-grown (u.m.)	-minor
stone	smith	down (n., u.m.)	motor	<b>make</b>
wash	step	-in (n., u.m.)	worm	-believe (n., u.m.)
water	stitch	out (n., u.m.)	lying-in (n., u.m.)	fast (n.)
<b>linch</b>	up (n., u.m.)	over (n., u.m.)	<b>lyre</b>	ready (printing)
bolt	washer	through (n., u.m.)	bird	shift
pin	work	locker-on	man	up (n., u.m.)
pinned	<b>locker</b>	<b>loop</b>	tail	weight
<b>line</b>	man	hole	-tailed (u.m.)	<b>maker</b>
-bred (u.m.)	#room	#knot	<b>M-day</b>	-off
-breed (v.)	<b>lode</b>	stitch	<b>mace</b>	-up
casting	star	work	bearer	making #up
crew	stone	<b>loose</b>	#oil	<b>mal</b> (c.f.)
cut (printing)	stuff	leaf (u.m.)	<b>machine</b>	<i>all one word</i>
#engraving	lodginghouse	mouthed	-finished (u.m.)	<b>man</b>
finder	<b>log</b>	-tongued (u.m.)	gun	back
man	book	<b>lop</b>	-hour	bird
up (n., u.m.)	cock (bird)	sided	-made (u.m.)	-child
walker	jam	<b>loud</b>	man	-created (u.m.)
work	line	mouthed	#shop	-day
<b>link</b>	man	speaker (radio)	#stitch	eater
#motion	roll	-voiced (u.m.)	work	eating
work	rolled	<b>love</b>	<b>macro</b> (c.f.)	-fashion (u.m.)
<b>lion</b>	roller	bird	<i>all one word</i>	-grown (u.m.)
-bold (u.m.)	rolling	born	<b>mad</b>	handle
-headed (u.m.)	sheet	-inspired (u.m.)	brain	handled
heart	wood	#knot	brained	hater
hearted	work	lorn	hole	-high (u.m.)
like	<b>logger</b>	maker	hood	killer
-nated (u.m.)	head	making	-hour	keeper (bird)
proof	headed	mate	killer	killing
<b>lip</b>	<b>logo</b> (c.f.)	proof	kind	like
read	<i>all one word</i>	seat	made (u.m.)	made (u.m.)
reader	<b>long</b>	sick	-over (u.m.)	-minute
reading	#ago	sickness	-up (u.m.)	-of-war (ship)
service	-awaited (u.m.)	worthy	<b>magnetite</b>	power
stick	beard (n.)	<b>low</b>	-basalt	rope
work	-bearded (u.m.)	born	-olivinite	servant
listener-in	bill (bird)	boy	-spinelite	-size (u.m.)
<b>litho</b> (c.f.)	-billed (u.m.)	bred	<b>magneto</b> (c.f.)	slaughter
-offset	boat	brow (nonliteral)	-optics	slayer
<i>rest one word</i>	borne	browed (nonlit-	<i>rest one word</i>	stealer
littermate	bow	eral)	mahjong	stealing
<b>little</b>	cloth	-built (u.m.)	<b>maid</b>	stopper
-known (u.m.)	-distance (u.m.)	down (n., u.m.)	#of #honor	stopping
neck (clam)	-drawn (u.m.)	-downer	servant	trap
-used (u.m.)	felt	#frequency	<b>maiden</b>	ward
<b>live</b>	fin (fish)	land (n., u.m.)	hair	way
#load	hair (n.)	-lived (u.m.)	head	
long	-haired (u.m.)	-lying (u.m.)	hood	
#matter	hand (nonliteral)	-power (u.m.)	#name	
stock	-handed (u.m.)	-pressure (u.m.)		
#weight	-handed (u.m.)			

<b>man—con.</b>	<b>match—con.</b>	<b>merry</b>	<b>mile</b>	<b>mirror</b>
wise	making	-go-round	-long (u.m.)	-faced (u.m.)
-woman	mark	maker	-ohm	scope
-year	safe	making	post	mirthmaking
manic-depressive	stick	man	-pound	<b>mis</b> (pref.)
manifold	wood	meeting	stone	<i>all one word</i>
<b>mantel</b>	<b>May</b>	-minded (u.m.)	-ton	<b>mischief</b>
piece	#Day	wing (duck)	way	maker
shelf	-day	<b>mesh</b>	-wide (u.m.)	making
tree	pole	bag	militiaman	<b>missile</b>
<b>many</b>	tide	#knot	<b>milk</b>	maker
-colored (u.m.)	time	work	-fed (u.m.)	man
-folded (u.m.)	<b>may</b>	<b>meso</b> (c.f.)	#fever	work
plies	be (adv.)	<i>all one word</i>	fish	<b>mist</b>
-sided (u.m.)	beetle	<b>mess</b>	head	bow
<b>map</b>	bird	hall	house	-clad (u.m.)
land	day (radio)	kit	maid	-covered (u.m.)
maker	fish	man	man	fall
making	fowl	mate	#run	<b>miter</b>
reader	hap	room	shake	#box
reading	<b>meadow</b>	tin	shed	-lock (v.)
tack	land	-up (n., u.m.)	shop	<b>mix</b>
wise	lark	<b>meta</b> (pref.)	sick	blood
<b>marble</b>	<b>meal</b>	<i>all one word</i>	sickness	up (n.)
head	man	<b>metal</b>	sop	<b>mixing #room</b>
hearted	time	ammonium	stone	<b>mizzen</b>
-looking (u.m.)	<b>mealy</b>	bound	-white (u.m.)	mast
-topped (u.m.)	bug	-clad (u.m.)	board	mastman
-white (u.m.)	mouth	-coated (u.m.)	cake	topman
<b>mare's</b>	mouthed	craft	course	<b>mock</b>
-nest	<b>mean</b>	-lined (u.m.)	dam	bird
-tail	-acting (u.m.)	ware	feed	-heroic (u.m.)
<b>mark</b>	-spirited (u.m.)	work	hand	#turtle
down (n., u.m.)	time (meanwhile)	worker	-headed (u.m.)	up (n., u.m.)
man	#time (astronomi- cal)	working	#hole	mockery-up
off (n., u.m.)	tone (u.m.)	works	house	mocking
shot	while	<b>meter</b>	man	bird
up (n., u.m.)	<b>meat</b>	-amperes	owner	stock
<b>marker</b>	ball	#angle	pond	-up (u.m.)
-down	bird	gram	post	<b>model</b>
-off	cutter	-kilogram	race	maker
-up	-eater	-kilogram-second	ring	making
marketplace	-fed (u.m.)	man	#run	<b>mold</b>
<b>marks</b>	hook	-millimeter	site	board
man	-hungry (u.m.)	<b>metro</b> (c.f.)	stock	made (u.m.)
manship	man	<i>all one word</i>	stone	maker
woman	packer	graph	stream	#shop
<b>marrowbone</b>	packing	relievo	tail	<b>mole</b>
<b>marsh</b>	works	soprano	#tax	catcher
buck	wrapper	tint	ward	catching
field	<b>mechanico</b> (c.f.)	tinter	#wheel	-eyed (u.m.)
land	<i>all one word</i>	<b>micro</b> (c.f.)	work	head
mallow (confection)	<b>medico</b> (c.f.)	-organism	worker	heap
<b>#mallow (plant)</b>	<i>all one word</i>	<i>rest one word</i>	wright	hill
man	<b>medio</b> (c.f.)	<b>mid</b> (c.f.)	<b>mill</b> (c.f.)	skin
<b>masonwork</b>	<i>all one word</i>	-American, etc.	gram-hour	<b>money</b>
<b>mass</b>	<b>medium</b>	-April	<i>rest one word</i>	bag
-minded (u.m.)	-brown (u.m.)	day	<b>mine</b>	box
-produce (v.)	#frequency	-dish	chance	changer
<b>mast</b>	-size(d) (u.m.)	-ice	changing	getter
-brown (u.m.)	weight (n., u.m.)	-1958	getting	grubber
head	<b>meek</b>	-Pacific, etc.	grubbing	lender
man	-eyed (u.m.)	-Victorian, etc.	lending	-mad (u.m.)
<b>master</b>	hearted	<i>rest one word</i>	maker	maker
#at #arms	-spirited (u.m.)	<b>middle</b>	making	monger
#bedroom	<b>meeting</b>	#age	mongering	#order
#key	house	-aged (u.m.)	safer	saving
#map	place	breaker	<b>monk</b>	bird
#mason	<b>megalo</b> (c.f.)	brow (nonliteral)	craft	fish
mind	<i>all one word</i>	-burst (v.)	<b>monkey</b>	-faced (u.m.)
#of #ceremonies	<b>melon</b>	buster	#jacket	like
piece	grower	#ear	like	nut
ship	-laden (u.m.)	#ground	pod	pot
#stroke	like	man	shin	tail
work	monger	most	#wrench	<b>mono</b> (c.f.)
#workman	-shaped (u.m.)	-sized (u.m.)	-ideistic	
<b>mat</b>	<b>melt</b>	splitter		
board	down (n., u.m.)	way		
-covered (u.m.)	#water	weight		
maker	<b>men</b>	woman		
making	folk	<b>mighty</b>		
<b>match</b>	kind	-handed (u.m.)		
board	<b>meningo</b> (c.f.)	hearted		
book	<i>all one word</i>	<b>mil-foot</b>		
box	<b>merchant</b>	<b>mid</b>		
head	like	-cured (u.m.)		
#joint	man	hearted		
-lined (u.m.)	ship (vessel)	heartedness		
maker		-spoken (u.m.)		

<b>mono—con.</b>	<b>moss—con.</b>	<b>mud—con.</b>	<b>nail—con.</b>	<b>nerve—con.</b>
-iodo	-grown (u.m.)	cap	sick	#cell
-iodohydrin	head	#color	smith	-celled (u.m.)
-ion	-lined (u.m.)	-colored (u.m.)	-studded (u.m.)	-racked (u.m.)
-ousian	most-favored-nation	fish	<b>name</b>	<b>net</b>
<i>rest one word</i>	(u.m.)	flat	board	ball
<b>month</b>	<b>moth</b>	flow	-calling (u.m.)	braider
end	ball	guard	-dropping (u.m.)	fish
long (u.m.)	balled	head	plate	maker
<b>moon</b>	balling	hole	sake	making
beam	-eaten (u.m.)	house	naptime	man
bill	hole	land	narco (c.f.)	-veined (u.m.)
blind	proof	lark	<i>all one word</i>	work
#blindness	<b>mother</b>	sill	<b>narrow</b>	<b>#worth</b>
blink	hood	skipper (fish)	#gage	<b>nettle</b>
born	-in-law	slinger	headed	bird
-bright (u.m.)	land	slinging	hearted	fire
calf	#lode	-splashed (u.m.)	heartedness	foot
down (n.)	-of-pearl	stain	-mouthed (u.m.)	#rash
eye	#ship	stained	minded	some
eyed	<b>moto (c.f.)</b>	stone	<b>naso (c.f.)</b>	<b>neuro (c.f.)</b>
face	<i>all one word</i>	sucker	-occipital	<i>all one word</i>
faced	<b>motor</b>	track	-orbital	<b>never</b>
fish	bike	#turtle	<i>rest one word</i>	-ending (u.m.)
gazing	boat	<b>muddle</b>	nationwide	more
glow	bus	head	native-born (u.m.)	theless
head	cab	headed	<b>nature</b>	<b>new</b>
light	cade	<b>muddy</b>	craft	born
lighter	car	brained	#print	-car (u.m.)
lit	coach	breast (bird)	<b>navy</b>	corner
-mad (u.m.)	#court	headed	-blue (u.m.)	-created (u.m.)
man	cycle	<b>mule</b>	man	fangled
path	cyclist	back	woman	-fashioned (u.m.)
rise	-driven (u.m.)	#deer	<b>near</b>	-front (v.)
sail	drome	man	-acquainted (u.m.)	<b>#look</b>
set	jet	skinner	-bordering (u.m.)	-made (u.m.)
shade	#lifeboat	<b>multi (c.f.)</b>	by	market (coat)
shine	man	<i>all one word</i>	-miss	-mown (u.m.)
shiner	-minded (u.m.)	multiple-purpose	sight	-rich (u.m.)
shining	ship	(u.m.)	sighted	newlywed
shot	#torpedo #boat	<b>muscle</b>	neatline	<b>news</b>
sick	truck	bound	neat's-foot (u.m.)	boat
stone	van	maker	<b>neck</b>	boy
stricken	way	making	band	case
struck	<b>mound</b>	power	bone	cast
tide	builder	<b>music</b>	-breaking (u.m.)	caster
walker	building	lover	cloth	casting
walking	maker	-mad (u.m.)	-deep (u.m.)	clip
-white (u.m.)	making	maker	fast	dealer
<b>moor</b>	work	making	guard	#editor
ball	<b>mountain</b>	room	-high (u.m.)	-greedy (u.m.)
bird	-high (u. )	<b>musico (c.f.)</b>	hole	letter
fowl	side	<i>all one word</i>	lace	making
#hen	top	<b>musk</b>	laced	man
tetter (bird)	-walled (u.m.)	#deer	line	paper
<b>moose</b>	<b>mouse</b>	#hog	mold	paperboy
bird	bird	#melon	piece	paperman
call	-brown (u.m.)	#ox	tie	paperwoman
<b>mop</b>	-eared (u.m.)	rat	wear	paper #work
board	-eaten (u.m.)	<b>mutton</b>	<b>necro (c.f.)</b>	paper #worker
head	fish	bird	<i>all one word</i>	photo
headed	hawk	#chop (meat)	<b>needle</b>	print
stick	hole	chop (shape)	bill	reader
up (n., u.m.)	proof	fish	book	reel
mopper-up	trap	fist	case	room
mopping-up (u.m.)	<b>mouth</b>	head	fish	sheet
moreover	breeder (fish)	headed	-made (u.m.)	stand
<b>morning</b>	-filling (u.m.)	#quad (printing)	maker	story
#sickness	-made (u.m.)	<b>myria (c.f.)</b>	making	teller
#star	piece	<i>all one word</i>	man	worthy
tide	wash	<b>mytho (c.f.)</b>	point	writer
#watch	<b>movie</b>	<i>all one word</i>	pointed	writing
<b>mortar</b>	goer	<b>myxo (c.f.)</b>	proof	<b>nick</b>
board	land	<i>all one word</i>	-shaped (u.m.)	-eared (u.m.)
ware	land	<b>myxo (c.f.)</b>	-sharp (u.m.)	name
<b>mortgage</b>	maker	<i>all one word</i>	stone	<b>nickel</b>
#bond	making	<b>nail</b>	#trade	plate (v.)
holder	<b>mow</b>	bin	woman	-plated (u.m.)
<b>mosquito</b>	burn	brush	work	-plating (u.m.)
#boat	burnt	head	worked	type
#fleet	land	-headed (u.m.)	worker	<b>night</b>
-free (u.m.)	<b>muck</b>	#hole	ne'er-do-well	-black (u.m.)
#net	rake (v.)	maker	<b>neo (c.f.)</b>	#blindness
<b>moss</b>	raker	making	-Greek, Syriac, etc.	cap
back	sweat	print	<i>rest one word</i>	capped
backed	<b>muco (c.f.)</b>	proof	<b>nepbro (c.f.)</b>	-clad (u.m.)
bound	<i>all one word</i>	puller	<i>all one word</i>	clothes
bunker (fish)	<b>mud</b>	rod	<b>nerve</b>	club
-clad (u.m.)	bank	-shaped (u.m.)	ache	dress
-green (u.m.)	bath	shop	#block	#editor

<b>night—con.</b>	<b>none</b>	<b>nut—con.</b>	<b>off—con.</b>	<b>olive</b>
fall	such	shell	-season	-brown (u.m.)
fish	theless	sweet	set	-clad (u.m.)
fit (bird)	<b>noon</b>	<b>oak</b>	shoot	-drab (u.m.)
-fly (aviation) (v.)	day	-beamed (u.m.)	shore	-growing (u.m.)
-flying (u.m.)	light	-clad (u.m.)	side	<b>#oil</b>
fowl	tide	-green (u.m.)	site	-skinned (u.m.)
gown	time	leaf	-sorts (n.)	wood
-grown (u.m.)	<b>north</b>	-leaved (u.m.)	spring	<b>#wood (color)</b>
hawk	borne	wood (color)	stage	<b>omni (c.f.)</b>
<b>#letter</b>	bound	<b>oar</b>	street	-ignorant
long (u.m.)	-central (u.m.)	fish	take	<i>rest one word</i>
man	east	-footed (u.m.)	-the-record (u.m.)	<b>on</b>
mare	east-bound (u.m.)	lock	type	-and-off (n., u.m.)
<b>#school</b>	easter	<b>oars</b>	ward	-go (n.)
shade	eastern	man	-wheel (n.)	site
<b>#shift</b>	<b>#end</b>	woman	-wheeler (n.)	<i>as noun and ad-</i>
shirt	going	<b>oat</b>	-white (u.m.)	<i>jective, one word</i>
side	land	bin	<b>#year</b>	<b>once</b>
tide	light	cake	<b>office</b>	-over (n.)
time	most	-fed (u.m.)	<b>#boy</b>	-run (u.m.)
-velled (u.m.)	-northeast	field	holder	<b>one</b>
walker	<b>#shore</b>	land	seeker	-acter
walking	<b>#side</b>	meal	-seeking (u.m.)	-armed (u.m.)
ward	-sider	seed	worker	-decker
<b>#watch</b>	ward	<b>oath</b>	oftentimes	-eyed (u.m.)
<b>#watchman</b>	west-bound (u.m.)	bound	ofttimes	fold
wear	<b>nose</b>	breaker		-half
work	bag	worthy	<b>ohm</b>	-handed (u.m.)
worker	bleed	<b>oblong</b>	-ammeter	ness
<b>nimble</b>	bone	-elliptic (u.m.)	meter	-piece (u.m.)
brained	dive	-leaved (u.m.)	-mile	self
-fingered (u.m.)	down (n., u.m.)	-linear (u.m.)	<b>oil</b>	-sided (u.m.)
footed	gay	-ovate (u.m.)	bird	-sidedness
<b>nimbostratus</b>	guard	-shaped (u.m.)	<b>#burner</b>	signed (u.m.)
<b>nine</b>	-high (u.m.)	-triangular (u.m.)	cake	-step (dance)
fold	hole	<b>occipito (c.f.)</b>	can	-striper
holes	-led (u.m.)	-otic	cloth	time (formerly)
-killer (bird)	over (n., u.m.)	<i>rest one word</i>	coat	(u.m.)
-lived (u.m.)	piece	<b>ocean</b>	cup	-time (one action)
penny (nail)	pipe	-born (u.m.)	-driven (u.m.)	(u.m.)
pin	ring	borne	-fed (u.m.)	-two
score	-thumbing (u.m.)	bound	field	-two-three
<b>nitro (c.f.)</b>	up (n., u.m.)	-girdled (u.m.)	fish	-way (u.m.)
-hydro-carbon	wheel	going	-forming (u.m.)	<b>onion</b>
<i>rest one word</i>	<b>notch</b>	side	-harden (v.)	peel
<b>no</b>	board	-spanning (u.m.)	hole	skin
-account (n., u.m.)	wing (moth)	<b>#trade</b>	man	<b>open</b>
body	<b>note</b>	wide	meal	-air (u.m.)
-good (n., u.m.)	book	wise	paper	-armed (u.m.)
-hitter (n.)	head	<b>octo (c.f.)</b>	proof	-back (u.m.)
how	holder	<i>all one word</i>	proofing	-backed (u.m.)
<b>#man's land</b>	<b>#paper</b>	<b>odd</b>	seed	band (yarn)
-par (u.m.)	worthy	-jobber	<b>#shale</b>	beak (bird)
-par-value (u.m.)	notwithstanding	-jobman	skin	bill (bird)
-show (n., u.m.)	<b>novel</b>	-looking (u.m.)	skinned	cast
-thoroughfare (n.)	craft	<b>#lot</b>	-soaked (u.m.)	cut (mining)
way (adv.)	maker	man (arbiter)	stone	<b>#door</b>
where	making	<b>#number</b>	stove	-end
whit	<b>#reader</b>	-numbered (u.m.)	-temper (v.)	-faced (u.m.)
wise	-reading (u.m.)	woman	tight	handed
<b>noble</b>	<b>#writer</b>	<b>off</b>	tightness	handedly
-born (u.m.)	-writing (u.m.)	-and-on (u.m.)	way	handedness
-featured (u.m.)	<b>nucleo (c.f.)</b>	beat	<b>#well</b>	hearted
hearted	<i>all one word</i>	cast	<b>old</b>	<b>#house</b>
heartedly	<b>nun</b>	center (u.m.)	-fashioned (u.m.)	minged
heartedness	bird	color (u.m.)	-foggy (u.m.)	mouthed
-looking (u.m.)	<b>#buoy</b>	-colored (u.m.)	-growing (u.m.)	<b>#pit</b>
man	nurse	cut (printing)	hearted	<b>#shop</b>
-minded (u.m.)	girl	day	land (geol.)	side (u.m.)
woman	hound (fish)	-fall (v.)	-looking (u.m.)	-sided (u.m.)
<b>noise</b>	maid	-flavor (n., u.m.)	<b>#maid</b>	work
maker	<b>nursery</b>	-flow	-maidish (u.m.)	worked
making	maid	-go (n.)	<b>#man</b>	<b>opera</b>
<b>no!</b>	man	going	-new	goer
-pros (v.)	<b>#school</b>	grade	<b>#rose</b>	going
-pressed (u.m.)	<b>nut</b>	hand	style (printing)	<b>#house</b>
-prossing (u.m.)	breaker	handed	time (u.m.)	<b>ophthalmo (c.f.)</b>
<b>non</b>	-brown (u.m.)	-hours	timer	<i>all one word</i>
-civil-service (u.m.)	cake	look	wife (fish)	<b>orange</b>
-European, etc.	<b>#coal</b>	-lying (u.m.)	<b>#woman</b>	ade
-pros (v.)	cracker	peak	-young	bird
-prossing (u.m.)	<b>#dash (printing)</b>	print	<b>oleo</b>	blossom
<b>#sequitur, etc.</b>	hatch	put	<b>#butter</b>	-colored (u.m.)
-tumor-bearing	hook	-reckoning (n.)	<b>#gear</b>	grower
(u.m.)	pecker	saddle	<b>#oil</b>	man
<i>as prefix, one word</i>	pick	scour	<b>#strut</b>	peel
	<b>#quad (printing)</b>	scouring	<i>as combining form,</i>	<b>#peko</b>
	-shaped (u.m.)	scum	<i>one word</i>	-red (u.m.)
				stick

<b>orange-con.</b>	<b>ox-con.</b>	<b>pale</b>	<b>park</b>	<b>pay-con.</b>
woman	gall	belly	#forest	sheet
wood	harrow	-blue (u.m.)	way	-TV
<b>orchard</b>	hide	breast (bird)	work	<b>pea</b>
#house	horn	buck	<b>parlor</b>	bird
land	house	-cheeked (u.m.)	#car	chick
man	like	face (n.)	maid	#coal
orderly #room	man	-faced (u.m.)	<b>part</b>	coat
<b>organ</b>	shoe	hearted	-finished (u.m.)	cock
bird	skin	-looking (u.m.)	#owner	cod
#grinder	tail	-reddish (u.m.)	-time (u.m.)	field
maker	#team	<b>paleo</b> (c.f.)	-timer	fowl
#pipe	<b>oxy</b> (c.f.)	-Christian, etc.	#way	-green (u.m.)
<b>organo</b> (c.f.)	<i>all one word</i>	<i>rest one word</i>	<b>parti</b> (c.f.)	hen
<i>all one word</i>	<b>oyster</b>	<b>palbearer</b>	<i>all one word</i>	jacket
<b>ornitho</b> (c.f.)	bed	<b>palm</b>	<b>party</b>	like
<i>all one word</i>	bird	-green (u.m.)	#line	nut
<b>orrisroot</b>	#catcher (bird)	#leaf	making	shooter
<b>ortho</b> (c.f.)	#crab	#oil	#wall	-sized (u.m.)
<i>all one word</i>	fish	-shaded (u.m.)	<b>parvi</b> (c.f.)	#soup
<b>osteo</b> (c.f.)	house	wise	<i>all one word</i>	stick
<i>all one word</i>	man	<b>palmi</b> (c.f.)	<b>pass</b>	sticking
<b>other</b>	root	<i>all one word</i>	back (n.)	<b>peace</b>
wise	seed	<b>pan</b>	book	-blessed (u.m.)
#world	shell	-American, etc.	key	breaker
worldliness	-white (u.m.)	-broll (v.)	man	breaking
worldly	woman	#ice	out (n., u.m.)	-loving (u.m.)
<b>oto</b> (c.f.)		<i>rest one word</i>	over	maker
<i>all one word</i>		<b>Pan</b>	port	making
<b>out</b>	<b>pace</b>	#American Union	way	man
-and-out (u.m.)	board	(official name)	word	monger
-and-outer (n.)	maker	hellenic	passageway	mongering
-loud (u.m.)	making	<b>panel</b>	<b>passenger</b>	#pipe
-Machiavelli, etc.	#setter	board	#car	time
-of-date (u.m.)	-setting (u.m.)	-lined (u.m.)	-mile	<b>peach</b>
-of-door(s) (u.m.)	<b>pachy</b> (c.f.)	work	passer(s)-by	bloom
-of-State (u.m.)	<i>all one word</i>	<b>panic</b>	<b>passion</b>	blow
-of-the-way (u.m.)	<b>pack</b>	proof	-driven (u.m.)	-colored (u.m.)
-to-out (u.m.)	board	-stricken (u.m.)	-feeding (u.m.)	peakload
<i>as prefix, one word</i>	builder	<b>panto</b> (c.f.)	-filled (u.m.)	<b>pear</b>
<b>outer</b>	cloth	<i>all one word</i>	#play	#gage
#man	horse	<b>pantry</b>	<b>paste</b>	-shaped (u.m.)
most	house	man	board	<b>pearl</b>
wear	#ice	woman	down (n., u.m.)	bird
<b>outward</b>	-laden (u.m.)	<b>paper</b>	pot	-eyed (u.m.)
-bound (u.m.)	maker	back (n.)	up (n., u.m.)	fish
-bounder	making	backed	<b>pastry</b>	fisher
<b>ovate</b>	man	board(s)	#cook	fishing
-acuminate (u.m.)	plane	bound	man	-pure (u.m.)
-oblong (u.m.)	sack	#box	pastureland	-set (u.m.)
<b>ovato</b> (c.f.)	saddle	boy	<b>patch</b>	#shell
-oblong	staff	#carriers	head (bird)	sides (fish)
-orbicular	thread	cutter	#test	-studded (u.m.)
<i>rest one word</i>	up (n., u.m.)	hanger	word	-white (u.m.)
<b>oven</b>	ware	hanging	work	<b>peat</b>
baked	way	maker	patent-in-fee	house
bird	<b>packing</b>	making	<b>path</b>	land
dried	#box	mill	breaker	man
dry	house	mouth (fish)	finder	-roofed (u.m.)
drying	<b>pad</b>	#pulp	finding	stack
man	cloth	Shell (n., u.m.)	way	<b>pebble</b>
peel	lock	-shelled (u.m.)	<b>patho</b> (c.f.)	hearted
stone	#saw	#tester	<i>all one word</i>	-paved (u.m.)
ware	stone	-thin (u.m.)	<b>patri</b> (c.f.)	stone
wise	tree	weight	<i>all one word</i>	-strewn (u.m.)
<b>over</b>	<b>paddle</b>	-white (u.m.)	<b>patrol</b>	ware
age (surplus)	#beam	work	man	<b>peel</b>
age (older) (n., u.m.)	#box	<b>papier</b> #mache	#wagon	man
all (all meanings)	fish	<b>para</b> (c.f. or pref.)	work	off (n., u.m.)
-the-counter (u.m.)	foot	-aminobenzoic	<b>pattern</b>	<b>peep</b>
<i>as combining form, one word</i>	#wheel	-analgesia	maker	eye
<b>owl</b>	<b>page</b>	-anesthesia	making	hole
#car	-for-page (u.m.)	#red	<b>patty</b>	show
-eyed (u.m.)	#proof (printing)	<i>rest one word</i>	cake	sight
head (bird)	<b>paikiller</b>	<b>parcel</b>	#shell	<b>peg</b>
light	cloth	#carrier	<b>paavn</b>	board
wide	lock	-plate (v.)	broker	box
<b>ox</b>	#saw	#post	shop	leg
bird	stone	<b>parchment</b>	<b>pay</b>	man
biter	tree	-covered (u.m.)	back (n., u.m.)	pellmell
blood (color)	<b>paint</b>	#maker	check	<b>pen</b>
bow	brush	-making (u.m.)	day	-cancel (v.)
boy	#filler	#paper	dirt	craft
brake	maker	<b>parieto</b> (c.f.)	#envelope	head
cart	making	-occipital	load	holder
cheek	mixer	<i>rest one word</i>	master	knife
eye	pot	<b>parimutuel</b>	mistress	maker
-eyed (u.m.)	room		off (n., u.m.)	making
	-stained (u.m.)		out (n., u.m.)	man
	work		roll	manship

<b>pen—con.</b>	<b>pharyngo</b> (c.f.)	<b>pie—con.</b>	<b>pill—con.</b>	<b>pipe—con.</b>
<b>master</b>	- <b>esophageal</b>	<b>shop</b>	<b>making</b>	<b>dream</b>
<b>#name</b>	- <b>oral</b>	- <b>stuffed</b> (u.m.)	- <b>rolling</b> (u.m.)	<b>dreamer</b>
<b>point</b>	<i>rest one word</i>	<b>#tin</b>	- <b>taking</b> (u.m.)	<b>dreaming</b>
<b>pusher</b>	<b>phase</b>	<b>woman</b>	<b>worm</b>	<b>fish</b>
<b>rack</b>	<b>meter</b>	<b>piece</b>	<b>pillow</b>	<b>fitter</b>
<b>script</b>	<b>out</b> (n., u.m.)	- <b>dye</b> (v.)	<b>case</b>	<b>fitting</b>
- <b>shaped</b> (u.m.)	- <b>wound</b> (u.m.)	<b>#goods</b>	<b>made</b>	<b>layer</b>
<b>#sketch</b>	<b>pheno</b> (c.f.)	<b>meal</b>	<b>slip</b>	<b>laying</b>
<b>stock</b>	<i>all one word</i>	<b>mold</b>	<b>work</b>	<b>line</b>
<b>tail</b>	<b>philo</b> (c.f.)	<b>#rate</b>	<b>pilot</b>	<b>lined</b>
<b>trough</b>	- <b>French, etc.</b>	<b>work</b>	<b>#boat</b>	<b>lining</b>
<b>wiper</b>	<i>rest one word</i>	<b>worker</b>	<b>#burner</b>	<b>maker</b>
<b>woman</b>	<b>phlebo</b> (c.f.)	<b>pier</b>	<b>#chart</b>	<b>making</b>
<b>work</b>	<i>all one word</i>	<b>#dam</b>	<b>house</b>	<b>man</b>
<b>worker</b>	<b>phono</b> (c.f.)	<b>drop</b>	<b>#light</b>	<b>mouth</b> (fish)
<b>pencil</b>	<i>all one word</i>	<b>head</b>	<b>man</b>	- <b>shaped</b> (u.m.)
<b>#box</b>	<b>phospho</b> (c.f.)	<b>#table</b>	<b>#pin</b>	<b>stem</b>
<b>holder</b>	<i>all one word</i>	<b>piezo</b> (c.f.)	<b>pin</b>	<b>stone</b>
<b>maker</b>	<b>photo</b> (c.f.)	- <b>oscillator</b>	<b>ball</b>	<b>walker</b>
<b>making</b>	- <b>offset</b>	<i>rest one word</i>	<b>block</b>	<b>welder</b>
- <b>mark</b> (v.)	- <b>oxidation</b>	<b>pig</b>	<b>bone</b>	<b>work</b>
<b>wood</b>	- <b>oxidative</b>	- <b>back</b> (v.)	<b>boy</b>	<b>pisci</b> (c.f.)
<b>penny</b>	<i>rest one word</i>	- <b>backed</b> (u.m.)	<b>case</b>	<i>all one word</i>
<b>-a-liner</b>	<b>phreno</b> (c.f.)	<b>#bed</b>	<b>cushion</b>	<b>pistol</b>
<b>bird</b>	<i>all one word</i>	<b>-belly</b> (u.m.)	- <b>eyed</b> (u.m.)	<b>gram</b>
<b>pincher</b>	<b>phrase</b>	<b>belly</b>	<b>fall</b>	<b>graph</b>
<b>weight</b>	<b>book</b>	- <b>eyed</b> (u.m.)	<b>feather</b>	<b>proof</b>
<b>winkle</b>	<b>maker</b>	<b>face</b>	<b>fire</b>	<b>piston</b>
<b>wise</b>	<b>making</b>	- <b>aced</b> (u.m.)	<b>fish</b>	<b>head</b>
<b>worth</b>	<b>man</b>	<b>fish</b>	<b>fold</b>	<b>#pin</b>
<b>pent</b>	<b>mark</b> (music)	<b>foot</b>	<b>folding</b>	<b>#rod</b>
<b>house</b>	<b>monger</b>	- <b>footed</b> (u.m.)	<b>#gear</b>	<b>#valve</b>
<b>#roof</b>	<b>phylo</b> (c.f.)	<b>head</b>	<b>head</b>	<b>pit</b>
<b>stock</b>	<i>all one word</i>	<b>headed</b>	<b>headed</b>	<b>bird</b>
- <b>up</b> (u.m.)	<b>phylo</b> (c.f.)	<b>herd</b>	<b>hold</b>	<b>#coal</b>
<b>penta</b> (c.f.)	<i>all one word</i>	<b>#iron</b>	<b>hole</b>	- <b>eyed</b> (u.m.)
- <b>acetate</b>	<b>physico</b> (c.f.)	- <b>jump</b> (v.)	<b>hook</b>	<b>fall</b>
<i>rest one word</i>	<i>all one word</i>	- <b>jumper</b>	<b>lock</b>	<b>head</b>
<b>peptalk</b>	<b>physio</b> (c.f.)	<b>#lead</b>	<b>maker</b>	- <b>headed</b> (u.m.)
<b>pepper</b>	<i>all one word</i>	<b>maker</b>	<b>making</b>	<b>hole</b>
<b>box</b>	<b>phyto</b> (c.f.)	<b>making</b>	<b>paper</b>	<b>maker</b>
<b>corn</b>	<i>all one word</i>	<b>man</b>	<b>point</b>	<b>making</b>
<b>mint</b>	<b>piano</b>	<b>pen</b>	<b>prick</b>	<b>man</b>
<b>pot</b>	<b>forte</b>	<b>root</b>	<b>proof</b>	<b>mark</b>
- <b>red</b> (u.m.)	<b>graph</b>	<b>skin</b>	<b>rail</b>	- <b>marked</b> (u.m.)
<b>#sauce</b>	<b>player</b>	<b>stick</b>	<b>setter</b>	<b>#prop</b>
<b>per</b>	<b>pick</b>	<b>sticker</b>	<b>spot</b>	- <b>rotted</b> (u.m.)
<b>#annum</b>	<b>aback</b>	<b>sticking</b>	<b>stripe</b>	<b>saw</b>
<b>#capita</b>	<b>ax</b>	<b>sty</b>	<b>tail</b>	<b>side</b>
<b>cent</b>	<b>#clock</b>	<b>tail</b>	- <b>tailed</b> (u.m.)	<b>work</b>
<b>centage</b>	<b>lock</b>	<b>tailed</b>	<b>up</b> (n., u.m.)	<b>pitch</b>
<b>centile</b>	<b>man</b>	<b>tight</b>	<b>#valve</b>	- <b>black</b> (u.m.)
<b>#centum</b>	- <b>me-up</b> (n., u.m.)	<b>#tin</b>	<b>wheel</b>	<b>blende</b>
<b>compound</b>	<b>off</b> (n., u.m.)	<b>wash</b>	- <b>wing</b> (v.)	<b>#box</b>
<b>(chem.)</b>	<b>over</b> (n., u.m.)	<b>yard</b>	<b>work</b>	- <b>colored</b> (u.m.)
<b>current</b> (bot.)	<b>pocket</b>	<b>pigeon</b>	<b>pinch</b>	- <b>dark</b> (u.m.)
<b>#diem</b>	<b>pole</b>	<b>#blood</b>	<b>back</b>	<b>#darkness</b>
<b>salt</b> (chem.)	<b>shaft</b>	<b>#breast</b>	<b>bar</b>	<b>fork</b>
<b>#se</b>	<b>smith</b>	<b>gram</b>	<b>beck</b>	<b>hole</b>
<b>sulfide</b>	<b>up</b> (n., u.m.)	<b>hearted</b>	<b>cock</b>	- <b>lined</b> (u.m.)
<b>peri</b> (pref.)	<b>work</b>	<b>hole</b>	<b>fist</b>	<b>man</b>
- <b>insular</b>	<b>picker-up</b>	<b>holed</b>	<b>gut</b>	- <b>marked</b> (u.m.)
<i>rest one word</i>	<b>picket</b>	<b>holer</b>	- <b>hit</b> (v.)	<b>out</b> (n., u.m.)
<b>permafrost</b>	<b>boat</b>	<b>holing</b>	- <b>hitter</b>	<b>over</b> (n., u.m.)
<b>permitholder</b>	<b>#line</b>	- <b>livered</b> (u.m.)	<b>penny</b>	<b>pipe</b>
<b>pest</b>	<b>pickle</b>	<b>man</b>	<b>stone</b>	<b>under</b> (n., u.m.)
<b>hole</b>	- <b>cured</b> (u.m.)	<b>tail</b>	<b>under</b> (n., u.m.)	<b>work</b>
<b>house</b>	<b>man</b>	- <b>toed</b> (u.m.)	<b>place</b>	<b>card</b>
<b>killer</b>	<b>worm</b>	<b>wing</b>	<b>#cone</b>	<b>kick</b>
- <b>ridden</b> (u.m.)	<b>picture</b>	<b>piggyback</b>	- <b>fringed</b> (u.m.)	<b>maker</b>
<b>pet</b>	<b>#book</b>	<b>pike</b>	<b>land</b>	<b>making</b>
<b>cock</b>	<b>craft</b>	- <b>eyed</b> (u.m.)	<b>#needle</b>	<b>man</b>
<b>#lamb</b>	<b>maker</b>	<b>man</b>	<b>#oil</b>	<b>plague</b>
<b>peter</b>	<b>making</b>	<b>staff</b>	- <b>shaded</b> (u.m.)	- <b>infested</b> (u.m.)
<b>man</b>	<b>#writing</b>	<b>tail</b>	<b>#tar</b>	<b>proof</b>
<b>net</b>	<b>pie</b>	<b>pile</b>	<b>wood(s)</b>	<b>plain</b>
<b>petit</b>	<b>bald</b>	<b>driver</b>	<b>#blossomed</b> (u.m.)	<b>back</b> (fabric)
<b>grain</b>	<b>crust</b>	- <b>driving</b> (u.m.)	<b>eye</b> (n.)	- <b>bodied</b> (u.m.)
<b>#jury</b>	<b>-eater</b>	<b>hammer</b>	- <b>eyed</b> (u.m.)	- <b>clothed</b> (u.m.)
<b>#larceny</b>	- <b>eyed</b> (u.m.)	<b>#saw</b>	<b>fish</b>	<b>clothes</b> (u.m.)
<b>#point</b>	<b>house</b>	<b>up</b> (n., u.m.)	<b>foot</b>	<b>clothesman</b>
<b>petro</b> (c.f.)	<b>maker</b>	<b>#weave</b>	- <b>footed</b> (u.m.)	- <b>headed</b> (u.m.)
- <b>occipital</b>	<b>making</b>	<b>work</b>	<b>worm</b>	<b>hearted</b>
<i>rest one word</i>	<b>man</b>	<b>worm</b>	<b>violet</b>	<b>#looking</b> (u.m.)
<b>pewholder</b>	<b>marker</b>	<b>woven</b>	<b>pipe</b>	- <b>spoken</b> (u.m.)
<b>#meat</b>	<b>pan</b>	<b>pill</b>	<b>#ashes</b>	<b>tail</b>
<b>pan</b>	<b>plant</b>	<b>box</b> (military)	<b>#clay</b>	
<b>plant</b>	<b>#plate</b>	<b>bug</b>	- <b>drawn</b> (u.m.)	
<b>oratology</b>		<b>maker</b>		
<i>rest one word</i>				

**plain—con.**

ward  
work  
woven (u.m.)  
**plane**  
#curve  
load  
-mile  
-parallel (u.m.)  
table (surveying)  
**plani** (c.f.)  
*all one word*  
**plano** (c.f.)  
*all one word*  
**plant**  
#food  
house  
life  
site  
wide  
worker  
**plaster**  
bill (bird)  
board  
work  
**plat**  
band  
book  
**plate**  
cutter  
#glass  
holder  
-incased (u.m.)  
layer  
maker  
making  
man  
mark  
#press  
#printing  
#proof (printing)  
-roll (v.)  
-rolled (u.m.)  
way  
#wheel  
work  
worker  
**platy** (c.f.)  
*all one word*  
**play**  
-act (v.)  
back (n., u.m.)  
bill  
book  
box  
boy  
broker  
craftsman  
day  
down (n., u.m.)  
fellow  
field  
folk  
goer  
going  
ground  
house  
maker  
making  
man  
mate  
off (n., u.m.)  
pen  
reader  
reading  
room  
script  
suit  
thing  
time  
work  
wright  
writer  
writing  
#yard  
**pleasure**  
-bent (u.m.)  
#boat  
bound  
check

**pleasure—con.**

-seeking (u.m.)  
-tired (u.m.)  
-weary (u.m.)  
**pledge**  
bound  
-free (u.m.)  
making  
**pleo** (c.f.)  
*all one word*  
**pleuro** (c.f.)  
*all one word*  
**plow**  
back (n., u.m.)  
boy  
-bred (u.m.)  
fish  
hand  
horse  
land  
line  
maker  
making  
man  
pan  
point  
-shaped (u.m.)  
share  
shoe  
sole  
staff  
#tail  
wise  
woman  
wright  
**plug**  
board  
#fuse  
hole  
-in (n., u.m.)  
man  
tray  
-ugly (n., u.m.)  
plumblin  
**plume**  
-crowned (u.m.)  
maker  
making  
**pluri** (c.f.)  
*all one word*  
**pluto** (c.f.)  
*all one word*  
**pneumato** (c.f.)  
-hydato-genetic  
(u.m.)  
*rest one word*  
**pneumo** (c.f.)  
*all one word*  
**pock**  
house  
mark  
-marked (u.m.)  
-pit (v.)  
**pocket**  
#battleship  
book (purse)  
#book (book)  
-eyed (u.m.)  
knife  
#lighter  
piece  
-sized (u.m.)  
-veto (v.)  
**poet**  
-artist  
#laureate  
-painter  
**point**  
blank  
#hole (printing)  
#lace  
#system  
wise  
**poison**  
-dipped (u.m.)  
#gas  
maker  
**poke**  
#check  
hole

**pole**

arm  
-armed (u.m.)  
ax  
axer  
burn  
cat  
-dried (u.m.)  
horse  
#jump  
man  
-pile (v.)  
#rot  
setter  
-shaped (u.m.)  
sitter  
-stack (v.)  
star  
timber  
trap  
-vault (v.)  
#vaulter  
ward  
wood  
**police**  
#dog  
man  
woman  
**policy**  
holder  
maker  
making  
#racket  
**politico** (c.f.)  
-orthodox  
*rest one word*  
**poll**  
book  
#parrot  
#tax  
**polo**  
#coat  
#shirt  
**poly** (c.f.)  
*all one word*  
**pond**  
fish  
man  
**pool**  
room  
#table  
**poor**  
-blooded (u.m.)  
farm  
house  
-spirited (u.m.)  
will (bird)  
**pop**  
corn  
eye  
eyed  
gun  
over (n.)  
up (n., u.m.)  
**poppy**  
-bordered (u.m.)  
cock  
field  
fish  
head  
-red (u.m.)  
seed  
**pork**  
#chop  
#cater  
fish  
#pie  
**port**  
crayon  
cullis  
#duty  
fire  
folio  
hole  
hook  
man  
manteau  
-mouthed (u.m.)  
side

**port—con.**

sider  
#wine  
porterhouse  
**post**  
#auger  
#bellum  
#bill  
#binder  
#boat  
#brake  
#captain  
#card  
#cedar  
#chaise  
#chariot  
-Christian, etc.  
#coach  
#croaker (fish)  
#day  
#diem  
#flag  
-free (u.m.)  
haste  
#horn  
#horse  
#hospital (military)  
#insulator  
#locust  
#meridiem  
#mortem  
m o r t e m (non-  
literal)  
#note  
#oak  
#obit  
#octavo  
#office  
#partum  
#race  
#road  
#route  
#school (military)  
#term  
#town  
#trader  
audit, graduate,  
etc.  
*as prefix, one word*  
**pot**  
ash  
bellied  
belly  
boil  
boiled  
boiler  
bound  
#cheese  
#clay  
#color  
eye  
hanger  
head  
herb  
hole  
hook  
house  
hunter  
latch  
lid  
line  
luck  
man  
pie  
poutri  
rack  
#roast  
shoot  
shot  
stone  
ware  
#wheel  
whisky  
work  
**potato**  
#field  
#scab  
-sick (u.m.)

**poultry**

#house  
#keeper  
-keeping (u.m.)  
man  
#raiser  
-raising (u.m.)  
#yard  
**pound**  
cake  
-foolish (u.m.)  
-foot  
keeper  
man  
master  
stone  
worth  
**powder**  
-blue (u.m.)  
box  
#flag  
#flask  
#horn  
#house  
#keg  
maker  
making  
man  
#mill  
#puff  
#room  
-scorched (u.m.)  
**power**  
boat  
dive  
-driven (u.m.)  
house  
line  
load  
#loom  
-operated (u.m.)  
pack  
plant  
saw  
#shovel  
site  
**prairie**  
#chicken  
#dog  
#schooner  
**praise**  
-deserving (u.m.)  
-spoiled (u.m.)  
worthiness  
worthy  
**pre** (pref.)  
-Incan, etc.  
audit, existing,  
etc.  
*rest one word*  
**president**  
-elect  
#pro #tempore  
**press**  
#agent  
-agency  
board  
fat  
feeder  
feeding  
-forge (v.)  
-made (u.m.)  
man  
mark  
pack (v.)  
plate  
#proof (printing)  
#revise  
time  
room  
woman  
work  
worker  
**preter** (pref.)  
*all one word*  
**price**  
#cutter  
-cutting (u.m.)  
#fixer  
-fixing (u.m.)



<b>price—con.</b>	<b>proof—con.</b>	<b>punch—con.</b>	<b>quarter—con.</b>	<b>race—con.</b>
#index	sheet	-marked (u.m.)	#boards	going
list	#spirit	#press	-bound (u.m.)	horse
-support (u.m.)	<b>prop</b>	punctureproof	-breed (u.m.)	like
<b>prick</b>	jet	pup #tent	-cast (u.m.)	track
-eared (u.m.)	wash	<b>puppet</b>	-cut (u.m.)	way
mark	<b>proso</b> (c.f.)	man	#day	<b>rack</b>
#punch	<i>all one word</i>	master	deck	block
seam	<b>proto</b> (c.f.)	#play	decker	-lashing (u.m.)
<b>priest</b>	-Egyptian, etc.	<b>pure</b>	man	way
craft	<i>rest one word</i>	blood	master	#wheel
fish	<b>proud</b>	blooded	-miler	work
hood	-blooded (u.m.)	bred	#note	<b>radar</b>
-prince	hearted	#line (biol.)	pace	man
<b>prime</b>	-looking (u.m.)	<b>purple</b>	-phase (u.m.)	scope
#minister	-minded (u.m.)	-blue (u.m.)	saw (v.)	<b>radio</b>
-ministerial (u.m.)	psalmbook	-clad (u.m.)	sawed	#amplifier
-ministership	<b>pseudo</b> (c.f.)	-colored (u.m.)	sawing	#antenna
-ministry	-Messiah, etc.	heart (wood)	sawn	#channel
<b>primrose</b>	-occidental	<b>purse</b>	#section	#communication
-scented (u.m.)	-official	making	staff	#control
tide	-orientalism	-proud (u.m.)	stretch	#engineer
time	-orthorhombic	#strings	#tone	#engineering
<b>prince</b>	-osteomalacia	<b>push</b>	-yearly (adv.)	#link
craft	-owner	ball	<b>quartermaster</b>	#range
hood	<i>rest one word</i>	button	#general	#receiver
-priest	<b>psycho</b> (c.f.)	card	-generalship	#set
#regent	-organic	cart	#sergeant	#spectator
<b>print</b>	<i>rest one word</i>	off (n., u.m.)	<b>quasi</b>	#transmitter
cloth	<b>ptero</b> (c.f.)	over (n., u.m.)	<i>all hyphenated</i>	#tube
line	<i>all one word</i>	pin	<b>queen</b>	#wave
out	<b>public</b>	-pull (u.m.)	#bee	frequency, iso-
script	hearted	up (n., u.m.)	cake	tope, etc.
shop	-minded (u.m.)	<b>pusy</b>	craft	<i>as combining form,</i>
works	-spirited (u.m.)	cat	fish	<i>one word</i>
<b>printing</b>	#works	foot	#mother	radiumtherapy
-in (n., u.m.)	<b>pudding</b>	footed	#olive	<b>raz</b>
#ink	face	footer	#post	bolt
#office	-faced (u.m.)	footing	#regent	#doll
-out (n., u.m.)	head	<b>put</b>	right	fish
#press	headed	back (n., u.m.)	<b>quick</b>	house
<b>prison</b>	wife (fish)	log	born	-made (u.m.)
bound	<b>pun</b>	off (n., u.m.)	-change (u.m., v.)	man
-free (u.m.)	back (bird)	-on (n., u.m.)	-drawn (u.m.)	picker
-made (u.m.)	bird	out (n., u.m.)	#fire	seller
prisoner-of-war	leg (bird)	-put (n.)	#firer	shop
(u.m.)	#paste	-up (n., u.m.)	foot	sorter
<b>prize</b>	<b>pug</b>	<b>putter</b>	freeze (u.m., v.)	tag
#court	mill	-forth	freezing (u.m.)	time
#crew	miller	-in	-handed (u.m.)	<b>rail</b>
fight	nose	-off	hatch	bird
fighter	nosed	-on	hearted	borne
fighting	-pile (v.)	-ont	lime	car
holder	<b>pull</b>	-through	sand	guard
#ring	back (n., u.m.)	-up	saver	head
taker	boat	<b>putty</b>	set	maker
taking	#box	blower	silver	making
winner	devil	-colored (u.m.)	silvered	man
-winning (u.m.)	down (n., u.m.)	head	silvering	-ridden (u.m.)
worthy	off (n., u.m.)	hearted	step	road
<b>pro</b>	-on (n., u.m.)	#knife	#time	roader
-Ally, etc.	out (n., u.m.)	work	-witted (u.m.)	roadman
#forma	over (n., u.m.)	<b>puzzle</b>	work (naut.)	setter
#number	-push (u.m.)	brain	<b>quill</b>	splitter
#rata	through (n., u.m.)	head	back	#train
#tem	up (n., u.m.)	headed	fish	way
#tempore	<b>puller</b>	man	tail	way #maker
-vice-chancellor	-in	<b>pyo</b> (c.f.)	work	wayman
<i>as prefix, one word</i>	-out	<i>all one word</i>	<b>quin</b> (c.f.)	<b>rain</b>
<b>procto</b> (c.f.)	<b>pulp</b>	<b>pyro</b> (c.f.)	<i>all one word</i>	band
<i>all one word</i>	board	<i>all one word</i>	<b>quit</b>	beat (n.)
<b>profit</b>	mill	<b>Q</b>	claim	-beaten (u.m.)
-and-loss (u.m.)	stone	-boat	claimed	bird
maker	wood	-fever	reint	bound
making	pulsejet	-ship	<b>rabbit</b>	bow
-sharing (u.m.)	<b>pump</b>	#drill	-backed (u.m.)	-bright (u.m.)
promptbook	handle (v.)	quadline	-eared (u.m.)	burst
<b>prong</b>	house	<b>quadri</b> (c.f.)	#fever	check
buck	man	-invariant	#foot	coat
-hoe (v.)	room	<i>rest one word</i>	hearted	drop
horn	<b>punch</b>	<b>quarry</b>	mouth	fall
-horned (u.m.)	board	#face	-mouthed (u.m.)	#forest
<b>proof</b>	card	man	kin	fowl
#paper	-drunk (u.m.)	stone	<b>quarter</b>	#gauge
#press	holder	<b>quater</b>	-angled (u.m.)	light
read	line	back	back	maker
reader	mark	-bloom (u.m.)	course	making
-reading			goer	proof
room				-soft (u.m.)
				spout

<b>rain—con.</b>	<b>razor</b>	<b>red—con.</b>	<b>rick</b>	<b>ring—con.</b>
storm	back	#rot	rack	stand
tight	backed	shank (bird)	stand	stick
wash	bill	skin (n.)	yard	tail
water	-billed (u.m.)	-skinned (u.m.)	<b>ridge</b>	-tailed (u.m.)
<b>rainbow</b>	#blade	start (bird)	band	time
#chaser	edge	tall (bird)	land	-up (n., u.m.)
-colored (u.m.)	edged	tape (nonliteral)	pole	wall
<b>rake</b>	-keen (u.m.)	throat (bird)	poled	wise
hell	maker	-throated (u.m.)	rope	worm
hellish	making	ward	top	<b>rip</b>
off (n., u.m.)	man	wing (bird)	way	cord
<b>ram</b>	-sharp (u.m.)	wood	<b>riffraff</b>	rap
jet	strop	-yellow (u.m.)	<b>rifle</b>	rapping
line	<b>razzle-dazzle</b>	<b>reed</b>	bird	roaring
rod	re (pref.)	bird	man	sack
shackle	-cover (cover	buck	maker	saw
<b>ranch</b>	again), -create	maker	making	snorter
#hand	(create again),	plot	plot	snorting
house	etc.	#stop	#stop	tide
man	-cross-examination	-tached (u.m.)	-up (n., u.m.)	-up (n., u.m.)
woman	-ice	work	<b>right</b>	<b>river</b>
<b>range</b>	-ink	<b>roof</b>	about	bank
finder	-redirect	#knoll	about-face	bed
keeper	evaluate, process,	#knot	-angle (u.m., v.)	borne
land	etc.	regionwide	-angled (u.m.)	#bottom
#light	rest one word	<b>religio</b> (c.f.)	#away	damp
man	reading #room	all one word	-born (u.m.)	flow
mark	<b>ready</b>	remainderman	-hand (u.m.)	-formed (u.m.)
rider	-built (u.m.)	<b>repair</b>	-handed (u.m.)	head
work	-handed (u.m.)	man	-hander	#horse
<b>rapid</b>	made (u.m.)	#shop	-headed (u.m.)	man
#fire	-mix (u.m.)	<b>representative</b>	hearted	scape
#transit	#reference	#at large	most	side
<b>rare</b>	room	-elect	-of-way	sider
#gas	-witted (u.m.)	<b>research</b>	#turn	wash
ripe	<b>rear</b>	#study	ward	way
<b>rash</b>	#end	#worker	#whale	-worn (u.m.)
-brain (u.m.)	guard	<b>resino</b> (c.f.)	wing (political)	<b>road</b>
-brained (u.m.)	most	all one word	winger (political)	bank
-headed (u.m.)	view (u.m.)	respectworthy	wingism (politi-	bed
-hearted (u.m.)	ward	rest	cal)	block
-minded (u.m.)	reception #room	#cure	<b>rim</b>	book
<b>rat</b>	<b>record</b>	house	base	builder
bite	breaker	-refreshed (u.m.)	bound	building
catcher	breaking	<b>retro</b> (c.f.)	-deep (u.m.)	craft
catching	keeper	-ocular	fire	fellow
fish	keeping	-omental	land	head
hole	maker	-operative	lock	hog
-infested (u.m.)	making	-oral	maker	house
line	recti (c.f.)	rest one word	making	maker
proof	recto (c.f.)	<b>rheo</b> (c.f.)	rock	making
#race	all one word	all one word	#wheel	man
tail	<b>recto</b> (c.f.)	<b>rhino</b> (c.f.)	<b>ring</b>	map
-tailed (u.m.)	all one word	all one word	-adorned (u.m.)	master
-tight (u.m.)	<b>red</b>	rhinestone	-banded (u.m.)	#runner (bird)
trap	bait (v.)	<b>rhino</b> (c.f.)	bark	#scraper
<b>rate</b>	baiter	all one word	bill	#show
-aided (u.m.)	belly	<b>rhizo</b> (c.f.)	-billed (u.m.)	side
#base	bill	all one word	#binder	sider
#cutter	-billed (u.m.)	<b>rhod</b> (o) (c.f.)	bird	stead
-cutting (u.m.)	bird	all one word	bolt	stone
-fixing (u.m.)	#blood	<b>rhomb</b> (o) (c.f.)	bone	-test (v.)
maker	-blooded (u.m.)	all one word	boned	track
making	bone	<b>rib</b>	bound	way
payer	breast (bird)	band	craft	-weary (u.m.)
paying	buck	#cut	dove	wise
-raising (u.m.)	bug	#pointed (u.m.)	eye (n.)	worthy
setting	cap (porter)	#roast	giver	<b>rock</b>
<b>rattle</b>	coat (n.)	work	giving	aby
bones	eye (n.)	<b>ribbon</b>	goer	#bass
box	-eyed (u.m.)	back	head	bird
brain	-faced (u.m.)	-bound (u.m.)	-in (n., u.m.)	born
brained	fin (fish)	fish	lead (v.)	bottom (nonlit-
head	finch	maker	leader	eral)
headed	fish	#snake	maker	bound
ran	#fox	<b>rice</b>	making	#climber
skull	-haired (u.m.)	bird	master	-climbing (u.m.)
skulled	handed	field	neck (bird)	craft
snake	head (n.)	grower	-necked (u.m.)	#crusher
trap	headed	growing	-off (n., u.m.)	#drill
<b>raw</b>	hearted	land	pin	-clust
boned	-hot (u.m.)	#paper	-porous (u.m.)	fall (n.)
bones	#lead	-throwing (u.m.)	-shaped (u.m.)	-fallen (u.m.)
-edged (u.m.)	leg (bird)	#water	side	fast
hide	-legged (u.m.)	<b>rich</b>	sider	fill
-looking (u.m.)	#letter	-bound (u.m.)	sight	firm
#wool	line (n., u.m.)	-clad (u.m.)	#spot	fish
	#man	-looking (u.m.)		
	out (n., u.m.)			
	poll (bird)			

<b>rock—con.</b> hearted man pile -ribbed (u.m.) #salt shaft slide staff #wool work	<b>rope—con.</b> walk walker way work <b>rose</b> -bright (u.m.) bud drop fish head -headed (u.m.) -scented (u.m.) -sweet (u.m.) tan time #tree #water worm <b>rotor</b> craft plane ship <b>rotten</b> -dry (u.m.) hearted -minded (u.m.) stone <b>rough</b> -and-ready (u.m.) -and-tumble (n., u.m.) cast (u.m., v.) -coat (v.) -cut (u.m.) draw (v.) dress (v.) dry (u.m., v.) -face (v.) -faced (u.m.) hearted hew hewer hewn house houser housing leg (hawk) -legged (u.m.) -looking (u.m.) neck necked ride rider setter shod -sketch (v.) slant (n.) string stuff tailed #work (n.) work (v.) wrought <b>rougher</b> -down -out -up roughing-in (u.m.) <b>round</b> about (n., u.m.) about-face -faced (u.m.) fish head headed house line -made (u.m.) mouthed nose (tool) out (n., u.m.) ridge (v.) robin (petition) seam table (panel) tail (fish) -tailed (u.m.) -topped (u.m.)	<b>round—con.</b> #trip -tripper up (n., u.m.) <b>row</b> boat lock house off (n., u.m.) port <b>rub</b> -a-dub down (n., u.m.) stone <b>rubber</b> band -down -lined (u.m.) neck necker nose (fish) -off #plant proofed -set (u.m.) stamp (nonliteral) (n., u.m., v.) #stamp (n.) -stamped (u.m.) stone <b>rubble</b> stone work <b>ruby</b> -hued (u.m.) -red (u.m.) -set (u.m.) tail throat (bird) -throated (u.m.) <b>rudder</b> #brake head hole post stock <b>rule</b> maker making monger #of #thumb <b>rum</b> -crazed (u.m.) runner running seller selling shop rumpus #room <b>run</b> about (n., u.m.) around (n., u.m.) away (n., u.m.) back (n., u.m.) by (n.) down (n., u.m.) fish holder -in (n., u.m.) keeper off (n., u.m.) -on (n., u.m.) nose out (n., u.m.) over (n., u.m.) through (n., u.m.) up (n., u.m.) way runner-up <b>rush</b> -bottomed (u.m.) #hour land light like <b>Russo (c.f.)</b> -Chinese, etc. <i>rest one word</i> <b>rust</b> -brown (u.m.) -eaten (u.m.)	<b>rust—con.</b> #fungus proof proofing -resistant (u.m.) -stained (u.m.) <b>rye</b> #bread #field  S -bend -brake -iron -shaped -trap -wrench S -boat -ray <b>Sabbath</b> breaker breaking keeper keeping <b>saber</b> bill fish -legged (u.m.) tooth -toothed (u.m.) wing (bird) <b>sable</b> -cloaked (u.m.) fish Sabrejet <b>saccharo (c.f.)</b> <i>all one word</i> <b>sack</b> bearer cloth clothed #coat -coated (u.m.) #duty maker -making (u.m.) man -shaped (u.m.) time <b>sacro (c.f.)</b> <i>all one word</i> <b>sad</b> -eyed (u.m.) hearted iron #sack -voiced (u.m.) <b>saddle</b> back -backed (u.m.) bag bow cloth -graft (v.) #horse like maker -making (u.m.) nose -nosed (u.m.) #roof room #seat sick sore soreness #stitch -stitched (u.m.) #stitcher tree -wire (u.m.) wise <b>safe</b> blower blowing breaker breaking	<b>safe—con.</b> cracker cracking -deposit (u.m.) guard guarded guarding #hit hold keeper keeping light (photog.) maker making <b>sage</b> brush brusher leaf -leaved (u.m.) #tea <b>sail</b> boat cloth -dotted (u.m.) fish flying keeper maker making plane room yard <b>sailor</b> fish -laborer man -minded (u.m.) proof <b>saint</b> like maker making <b>sale</b> goer note room work yard <b>sales</b> book clerk lady man manship people person room #tax woman worker <b>salmon</b> -colored (u.m.) #fishing -red (u.m.) <b>saloon</b> #deck keeper <b>salpingo (c.f.)</b> -oophorectomy -oophoritis -ovariotomy -ovaritis <i>rest one word</i> <b>salt</b> box catch cellar -cured (u.m.) #fish house #lick maker making man #marsh master mouth pack pan peter
---	--	---	--	--

<b>salt—con.</b>	<b>sap</b>	<b>scale—con.</b>	<b>school—con.</b>	<b>screen—con.</b>
pit	bush	smith	-trained (u.m.)	play
pond	#flow	tail	ward	writer
#pork	-green (u.m.)	work	work	<b>screw</b>
room	head	worm	yard	ball
shaker	headed	<b>scandal</b>	#year	barrel
spoon	#rot	#bearer	<b>scientifico (c.f.)</b>	bolt
spoonful	#stain	monger	<i>all one word</i>	bound
sprinkler	sucker (bird)	mongering	<b>scissor</b>	cap
#water	wood	<b>scape</b>	bill	#collar (u.m.)
worker	<b>sapphire</b>	goat	bird	down (u.m.)
works	-blue (u.m.)	#wheel	-fashion (u.m.)	drive (v.)
yard	-colored (u.m.)	<b>scapulo (c.f.)</b>	#grinder	-driven (u.m.)
<b>salver</b>	wing (bird)	<i>all one word</i>	hold	driver
form	<b>sarco (c.f.)</b>	<b>scar</b>	maker	head
-shaped (u.m.)	<i>all one word</i>	-clad (u.m.)	-making (u.m.)	hook
<b>sample</b>	<b>sash</b>	face	#sharpener	jack
#book	cord	-faced (u.m.)	smith	-lifted (u.m.)
#box	house	<b>scare</b>	tail	maker
#case	line	bird	-tailed (u.m.)	making
maker	maker	crow	-winged (u.m.)	man
-making (u.m.)	making	devil	<b>scissors</b>	nut
man	#weight	fish	-fashion (u.m.)	plug
room	<b>sat in</b>	hawk	maker	post
<b>sand</b>	#cloth	head	-making (u.m.)	#propeller
bag	fin (fish)	monger	-shaped (u.m.)	ship
bagged	#glass	mouse	#smith	stock
bagger	-lined (u.m.)	proof	<b>sclero (c.f.)</b>	#thread
bagging	-smooth (u.m.)	sheep	-oophoritis	-threaded (u.m.)
bank	#weave	sleep	-optic	-turned (u.m.)
bar	<b>sauce</b>	thief	<i>rest one word</i>	#wheel
bath	boat	<b>scarf</b>	<b>score</b>	<b>scroll</b>
bin	box	#cloud	board	head
blast	dish	pin	book	work
blasted	man	maker	card	<b>scrub</b>
blaster	pan	making	keeper	bird
blasting	<b>sauer</b>	skin	keeping	board
blown	braten	wise	sheet	land
board	kraut	<b>scarlet</b>	scot-free (u.m.)	#typhus
box	save-all (n., u.m.)	-breasted (u.m.)	<b>Scoto (c.f.)</b>	scumboard
boy (insect)	<b>saw</b>	-fever	-Britannic, etc.	scuttlebutt
-built (u.m.)	back	-red (u.m.)	<b>Scots</b>	scythe
-buried (u.m.)	belly	<b>scatter</b>	man	maker
-cast (u.m., v.)	bill (bird)	brain	woman	making
culture	-billed (u.m.)	brained	<b>scour</b>	man
#dune	bones (n.)	good	fish	-shaped (u.m.)
fill	buck	#rug	way	smith
fish	dust	<b>scene</b>	<b>scout</b>	stone
flea	-edged (u.m.)	craft	#badge	work
glass	filer	#painter	#car	<b>sea</b>
heat	fish	shifter	craft	#anchor
hill	fitter	wright	#cruiser	#base
-hiller	#guard	<b>schisto (c.f.)</b>	hood	-based (u.m.)
hog	#handle	<i>all one word</i>	master	#bass
hole	horse	<b>schizo (c.f.)</b>	<b>scrap</b>	-bathed (u.m.)
lapper	#log	<i>all one word</i>	basket	beach
line	maker	<b>school</b>	book	-beaten (u.m.)
lot	making	bag	box	bed
lotter	man	#board	#heap	#bird
man	mill	book	#iron	-blue (u.m.)
necker (bird)	-pierce (v.)	bookish	man	board
paper	setter	boy	#paper	#boat
papered	smith	bred	works	-born (u.m.)
paperer	timber	bus	<b>scrape</b>	borne
papering	-toothed (u.m.)	child	-finished (u.m.)	bound
peep (bird)	way	children	gut (n.)	-bred (u.m.)
pile	worker	craft	penny	coast
pipe	<b>sax</b>	dame	shoe (n.)	#cow
pipec	board	day	<b>scratch</b>	craft
pit	cornet	fellow	board	-deep (u.m.)
-pump (u.m., v.)	horn	girl	brush	dog
shoe	tuba	going	-brusher	#dragon
spit	<b>say</b>	house	cat	-driven (u.m.)
stone	-nothing (n., u.m.)	keeper	-coated (u.m.)	drome
storm	-so (n.)	keeping	#pad	-ear (mollusk)
table	scabland	ma'am	#test	-encircled (u.m.)
weld (v.)	<b>scale</b>	-made (u.m.)	work	fare (food)
-welded (u.m.)	bark	maid	<b>screech</b>	farer (traveler)
-welding (u.m.)	#beam	man	bird	faring
<b>sandy</b>	board	master	#owl	fighter
-bottomed (u.m.)	book	mate	<b>screen</b>	folk
-red (u.m.)	-bright (u.m.)	miss	land	food
sangfroid	down (n., u.m.)	mistress	line	fowl
<b>sans</b>	drake	room	maker	front
#peer	fish	ship	making	#gate
#serif	maker	-taught (u.m.)	man	girt
#souci	making	teacher	out (n., u.m.)	goer
	man	teaching	#plate	going
	pan	time		-green (u.m.)
	-reading (u.m.)			

<b>sea—con.</b>	<b>secretary—con.</b>	<b>service—con.</b>	<b>shake</b>	<b>sheep—con.</b>
hound	-generality	#stripe	#cabin	herding
lane	-generalship	wide	down (n., u.m.)	hook
#level	ship	woman	out (n., u.m.)	keeper
lift	-treasurer	<b>servo</b>	proof	keeping
like	<b>section</b>	amplifier	up (n., u.m.)	-kneed (u.m.)
#lion	#crew	control	<b>shallow</b>	land
man	#gang	mechanism	brained	like
mark	#band	motor	-draft (u.m.)	man
#mile	#man	system	-headed (u.m.)	master
#mule	<b>see</b>	<b>sesqui (c.f.)</b>	hearted	nose (apple)
#otter	catch	<i>all one word</i>	pated	pen
piece	saw	<b>set</b>	<b>shame</b>	shank
plane	<b>seed</b>	-aside (n., u.m.)	-crushed (u.m.)	shear (v.)
port	bed	back (n., u.m.)	face	shearer (n.)
power	bird	bolt	facéd	shearing
quake	borne	down (n., u.m.)	proof	shears
#room	box	-fair (n.)	sick	shed
scape	cake	head	worthy	sick
#scout	case	-in (n., u.m.)	<b>shank</b>	skin
scouting	coat	line	bone	split
shell	eater (bird)	off (n., u.m.)	#mill	stealer
shine	kin	-on (n., u.m.)	piece	stealing
shore	lac	out (n., u.m.)	<b>shapeup (n., u.m.)</b>	walk
sick	#plant	over (n., u.m.)	<b>share</b>	-white (u.m.)
sickness	#pod	piece	#beam	-witted (u.m.)
side	stalk	pin	bone	<b>sheer</b>
stroke	time	broker	broken	line
#time (clock)	<b>seer</b>	-stitched (u.m.)	cropper	off (n., u.m.)
#train	band	-to (n., u.m.)	holder	up (n., u.m.)
wall	fish	wise	out (n., u.m.)	<b>sheet</b>
-walled (u.m.)	hand	work	sharkskin	#anchor
ward	sucker	<b>setter</b>	<b>sharp</b>	block
ware	<b>seismo (c.f.)</b>	-forth	-angled (u.m.)	flood
#water	<i>all one word</i>	-in	-cut (u.m.)	#glass
way	selectman	-on	-edged (u.m.)	rock
weed	<b>self</b>	-out	-freeze (u.m., v.)	ways
weedy	dom	up	-freezer	wise
wide	hood	<b>settle</b>	-looking (u.m.)	work
wife (fish)	less	brain	saw (bird)	writing
wing	ness	down (n., u.m.)	-set (u.m.)	<b>shelf</b>
worn	same	<b>seven</b>	shod	#life
worthiness	ward	-branched (u.m.)	shooter	#list
worthy	<i>reflexive prefix, use hyphen</i>	fold	shooting	piece
-wrecked (u.m.)	<b>sell</b>	folded	tail (bird)	#plate
<b>seal</b>	off (n., u.m.)	penny (nail)	-tailed (u.m.)	<b>shell</b>
-brown (u.m.)	out (n., u.m.)	score	ware	back
maker	<b>semi (pref.)</b>	-shooter	-witted (u.m.)	burst
making	-armor-piercing	-up (n.)	<b>shatter</b>	cracker (fish)
skin	(u. m.)	severalfold	brain	eater (bird)
<b>seam</b>	-Christian, etc.	<b>sewer</b>	brained	fire
blasting	-idleness, -indirect, etc.	line	proof	fish
like	-winter-hardy	man	<b>shave</b>	fishery
rend (v.)	(u. m.)	#pipe	hook	#game
stitch	annual, arid, etc.	<b>sex</b>	tail	hole
weld (v.)	<i>rest one word</i>	annulate, radiate, etc., <i>all one word, as combining form</i>	<b>shear</b>	-like
-welded (u.m.)	<b>send</b>	#cell	bill (bird)	man
-welding (u.m.)	off (n., u.m.)	#hormone	bill	proof
<b>search</b>	out (n., u.m.)	#intergrade	man	shock
light	<b>senso (c.f.)</b>	-limited (u.m.)	pin	shocked
plane	<i>all one word</i>	#linkage	tail (bird)	work
room	<b>sentence</b>	<b>shad</b>	water (bird)	worker
<b>seat</b>	#maker	-belly (u.m.)	waters	<b>shelter</b>
belt	-making (u.m.)	bird	#zone	belt
#cover	#monger	<b>shade</b>	<b>sheath</b>	#half
maker	<b>sepi (c.f.)</b>	-giving (u.m.)	bill	#tent
making	<i>all one word</i>	-grown (u.m.)	#knife	#trench
-mile	<b>septo (c.f.)</b>	tail	-winged (u.m.)	wood
work	<i>all one word</i>	<b>shad</b>	<b>shed</b>	<b>shield</b>
<b>second</b>	<b>sergeant</b>	-belly (u.m.)	hand	#bearer
-class (u.m.)	#at #arms	bird	man	maker
-degree (u.m.)	fish	<b>shade</b>	biter	-shaped (u.m.)
-foot	#major	-giving (u.m.)	biting	tail
-guess (v.)	<b>serio (c.f.)</b>	-grown (u.m.)	cote	<b>shilly</b>
hand (adv., u. m.)	<i>all one word</i>	tail	crook	-shallier
#hand (n.)	<b>sero (c.f.)</b>	<b>shadow</b>	dip	-shally
#in #command	<i>all one word</i>	box (v.)	#dog	<b>shin</b>
-rate (u.m.)	<b>serrate</b>	boxing	faced	bone
-rater	-ciliate (u.m.)	gram	#farm	guard
#sight	-dentate (u.m.)	graph	fold	plaster
-sighted (u.m.)	serveout (n., u.m.)	land	gate	shiner-up
<b>secret</b>	<b>service</b>	#line	headed	<b>ship</b>
monger	-connected (u.m.)	#stitch	hearted	board
#service	man	<b>shag</b>	herder	borne
#society		bark		
<b>secretary</b>		-haired (u.m.)		
#general		tail		

<b>ship—con.</b>	<b>shop—con.</b>	<b>show—con.</b>	<b>side—con.</b>	<b>simple—con.</b>
bound	mark	room	track	-rooted (u.m.)
boy	mate	through (print-	walk	-witted (u.m.)
breaker	owner	ing) (n., u.m.)	wall	simulcast
breaking	-soiled (u.m.)	up (n., u.m.)	way	<b>sin</b>
broken	talk	yard	ways	-born (u.m.)
broker	walker	<b>shower</b>	-wheeler	-bred (u.m.)
builder	wear	#bath	winder	proof
building	window	proof	wise	<b>sine</b>
#lever	woman	shredout (n., u.m.)	<b>sieve</b>	#curve
keeper	work	<b>shrimp</b>	like	#die
lap	worn	#catcher	maker	#wave
load	<b>shore</b>	fish	making	<b>sing</b>
man	#bird	-pink (u.m.)	<b>sight</b>	song
mast	#boat	<b>shroud</b>	#edge	spiel
master	fast	-laid (u.m.)	hole	<b>single</b>
mate	going	line	proof	bar
owner	land	plate	read	-breasted (u.m.)
owning	#leave	<b>shuffie</b>	reader	-decker
plane	line	board	reading	-edged (u.m.)
-rigged (u.m.)	man	wing (bird)	saver	handed
shape	side	<b>shunt</b>	saving	hearted
side	<b>short</b>	#winding	see	hood
smith	-armed (u.m.)	-wound (u.m.)	seeing	-loader
way	bread	<b>shut</b>	seer	-minded (u.m.)
work	cake	away (n., u.m.)	setter	-phase (u.m.)
worm	change (v.)	down (n., u.m.)	seater	stick
wreck	changer	eye (n., u.m.)	worthy	<b>sign</b>
wrecked	#circuit	-in (n., u.m.)	board	board
wright	-circuited (u.m.)	-mouthed (u.m.)	man	off (n., u.m.)
yard	comer	-out (n., u.m.)	off (n., u.m.)	-on (n., u.m.)
<b>shipping</b>	coming	out (n., u.m.)	#painter	post
#master	cut (n., u.m., v.)	up (u.m.)	up (n., u.m.)	writer
#office	fall (n.)	<b>shuttle</b>	cock	<b>signal</b>
#room	-fed (u.m.)	#race	wise	man
<b>shirt</b>	hand (writing)	wise	<b>sick</b>	#tower
band	-handed (u.m.)	<b>sick</b>	-abed (n., u.m.)	<b>silico (c.f.)</b>
maker	head (whale)	bay	bed	<i>all one word</i>
making	horn (n., u.m.)	#call	hearted	<b>silk</b>
man	-horned (u.m.)	#leave	list	grower
#leeve	-lasting (u.m.)	room	<b>sickle</b>	man
tail	leaf (u.m.)	bill	bill	#screen
waist	-lived (u.m.)	-billed (u.m.)	man	-stockinged (u.m.)
<b>shock</b>	rib	man	-tailed (u.m.)	tail (bird)
#cord	run (u.m.)	<b>side</b>	arms	woman
head	#sale	band	band	work
headed	-shunt (u.m.)	board	bone	works
#therapy	sighted	bone	burns	worm
#troops	#snorter	car	check	<b>silt</b>
#wave	staff	check (u.m.)	-cut (u.m.)	pan
<b>shoe</b>	stop	dress (v.)	flash	stone
bill	tail (n.)	flash	head (printing)	silver
binder (bird)	#term	head (printing)	hill	back (bird)
black	#ton	hook	hook	-backed (u.m.)
box	wave (radio)	kick	lap	beater
boy	<b>shot</b>	light (literal)	#light (literal)	belly (fish)
brush	gun	light (nonliteral)	#line (literal)	bill (bird)
#buckle	hole	line (nonliteral)	long	-bright (u.m.)
craft	maker	long	note	fin (fish)
horn	man	note	piece	fish
lace	proof	plate	plate	#fox
#last	put	play	#road	-gray (u.m.)
maker	putting	saddle	saddle	-haired (u.m.)
making	star	shake	show	-lead (u.m.)
man	<b>shoulder</b>	show	slip	-leaved (u.m.)
pack	#blade	splitter	splitter	plate (v.)
scraper	-high (u.m.)	splitting	step	-plated (u.m.)
shine	#strap	stitch	-stitched (u.m.)	-plating (u.m.)
shop	<b>shovel</b>	sway	swipe	point (drawing)
store	bill	swipe	swiper	print
string	fish	<b>show</b>	bird	side(s) (fish)
tree	head (fish)	board	board	skin
<b>shoot</b>	-headed (u.m.)	boat	boat	smith
man	maker	card	card	smithing
off (n., u.m.)	making	case	case	spot (butterfly)
<b>shop</b>	man	down (n., u.m.)	girl	tail (fish)
board	nose	girl	man	tip
book	-nosed (u.m.)	like	off (n., u.m.)	-tongued (u.m.)
boy	<b>show</b>	-made (u.m.)	piece	ware
breaker	bird	man	place	work
breaking	board	made	man	worke
folk	board	man	made	simon-pure (u.m.)
girl	boat	made	man	<b>simple</b>
keeper	card	man	made	-headed (u.m.)
keeping	case	made	man	hearted
lifter	down (n., u.m.)	man	made	-minded (u.m.)
lifting	girl	made	man	
like	man	man	made	
-made (u.m.)	off (n., u.m.)	made	man	
man	piece	man	made	
	place	man	made	

<b>skin—con.</b>	<b>slave</b>	<b>slop</b>	<b>smoke—con.</b>	<b>snow—con.</b>
diver	-born (u.m.)	-built (u.m.)	room	land
diving	-deserted (u.m.)	maker	screen	line
flint	holder	making	shop	melt
-graft (v.)	holding	man	stack	-melting (u.m.)
#test	land	-molded (u.m.)	tight	mobile
tight	#market	over (n., u.m.)	smoking #room	pack
<b>skip</b>	owner	room	<b>smooth</b>	pit
jack	ownership	seller	bore	plow
man	pen	shop	bored	scape
#numbering	#trade	stone	-browed (u.m.)	shade
tail	#worker	work	-east (u.m.)	shed
<b>skirt</b>	Slavo (c.f.)	worker	mouthed	shine
board	-Hungarian, etc.	<b>slope</b>	-tongued (u.m.)	shoe
#dance	<b>sledge</b>	-faced (u.m.)	-working (u.m.)	shoer
marker	#hammer	ways	snackbar	sled
<b>skull</b>	-hammered (u.m.)	wise	<b>snail</b>	slide
cap	meter	<b>slow</b>	eater (bird)	slip
fish	<b>sleep</b>	belly	-paced (u.m.)	storm
<b>skunk</b>	-filled (u.m.)	down (n., u.m.)	-slow (u.m.)	suit
bill	marken (fish)	-footed (u.m.)	snail's #pace	-topped (u.m.)
head	talker	going	<b>snake</b>	#water
top	walker	headed	bird	-white (u.m.)
<b>sky</b>	walking	hearted	bite	<b>snuff</b>
-blue (u.m.)	<b>sleepy</b>	-motion (u.m.)	-bitten (u.m.)	box
gazer	-eyed (u.m.)	mouthed	#doctor	maker
-high (u.m.)	head	poke	-eater	making
lark	headed	#time	-eyed (u.m.)	-stained (u.m.)
larking	-looking (u.m.)	up (n., u.m.)	fish	<b>so</b>
lift	<b>sleet</b>	-witted (u.m.)	head	-and-so
light	proof	worm	hole	beit (n., conj.)
line	storm	<b>slug</b>	holding	-called (u.m.)
look (v.)	#wheel	-cast (v.)	neck (bird)	-seeming (u.m.)
man	<b>sleeve</b>	caster	piece	-so
#map	band	casting	pit	<b>soap</b>
#pilot	board	<b>sluice</b>	skin	box
rocket	fish	box	stone	bubble
sail	maker	#gate	<b>snap</b>	bubbly
scape	#nut	way	back	dish
scraper	#setter	<b>slum</b>	dragon	fast
shine	<b>sleuth</b>	dweller	#fastener	<b>#fat</b>
#train	dog	gullion	head	fish
#truck	hound	gun	holder	flakes
ward	<b>slide</b>	land	hook	maker
wave	film	<b>slumber</b>	ring	making
way	head	-bound (u.m.)	roll	#opera
write (v.)	knot	land	shooter	rock
writer	man	<b>small</b>	shooting	stock
writing	#rule	#arms	shot	stone
<b>slab</b>	#valve	-ankled (u.m.)	shotted	suddy
man	way	#businessman	shotter	suds
-sided (u.m.)	<b>sling</b>	hearted	shotting	<b>sob</b>
stone	ball	-hipped (u.m.)	-up (u.m.)	proof
<b>slack</b>	shot	mouthed	<b>snapper</b>	#sister
-bake (v.)	stone	-scale (u.m.)	-back	#story
-filled (u.m.)	slinkskin	sword	-up	#stuff
#water	<b>slip</b>	talk	<b>snipe</b>	<b>sober</b>
#wire	along (u.m.)	time (u.m.)	bill	-minded (u.m.)
slambang	back	town (u.m.)	#eel	sided
<b>slant</b>	band	ware	fish	sides
-eyed (u.m.)	board	<b>smart</b>	-nosed (u.m.)	<b>social</b>
wise	case	#aleck	sniperscope	#work
<b>slap</b>	cover	-alecky (u.m.)	sniperscope	#worker
bang	house	-looking (u.m.)	<b>snow</b>	<b>socio</b> (c.f.)
dab	knot	#set	ball	-official
dash	#law	-tongued (u.m.)	bank	economic, etc.
down (n., u.m.)	-on (n., u.m.)	<b>smash</b>	berg	<i>rest one word</i>
happy	over (n., u.m.)	board	bird	<b>sock</b>
jack	#proof (printing)	up (n., u.m.)	blind	eye
slap	proof	<b>smear</b>	blinded	maker
stick	ring	case	#blindness	making
-up (n., u.m.)	sheet	#culture	blink	<b>sod</b>
<b>slate</b>	-shelled (u.m.)	<b>smoke</b>	block	bound
-blue (u.m.)	shod	-blinded (u.m.)	-blocked (u.m.)	buster
-colored (u.m.)	slop	bound	bound	culture
like	sole	box	break	#grass
maker	step	-brown (u.m.)	#bunting (bird)	#house
making	stitch	chaser	cap	work
work	stream	-dried (u.m.)	capped	<b>soda</b>
works	top	-dry (v.)	-choked (u.m.)	#granite
write (v.)	topped	-died (u.m.)	clad (u.m.)	jerk
writing	-up (n., u.m.)	-filled (u.m.)	#cover	#pop
yard	ware	house	-covered (u.m.)	#water
<b>slaughter</b>	washer	jack	craft	<b>sofa</b>
house	way	jumper	drift	#bed
man	<b>slit</b>	jumping	fall	#maker
pen	-eyed (u.m.)	-laden (u.m.)	field	-making (u.m.)
yard	shell	pot	flake	-ridden (u.m.)
	#skirt	proof	hammer (bird)	#seat
			house	

<b>soft</b>	<b>sound—con.</b>	<b>spare</b>	<b>spider</b>	<b>split—con.</b>
ball	film	-bodied (u.m.)	#crab	fruit
-boiled (u.m.)	headed	rib	-legged	mouth
brained	hearted	#room	-spun (u.m.)	saw
#coal	-minded (u.m.)	<b>spark</b>	#web (n.)	#second
#drink	off (n., u.m.)	back	web (u.m., v.)	tail (fish)
#goods	proof	#coil	#wheel	-tongued (u.m.)
head	track	#gap	work	up (n., u.m.)
hearted	#wave	over (n., u.m.)	<b>spike</b>	worm
like	<b>soup</b>	#plug (literal)	bill	spoilsport
-pedal (v.)	bone	plug (nonliteral)	-billed (u.m.)	<b>spoils</b>
-shelled (u.m.)	house	<b>spatter</b>	fish	man
-soap (nonliteral)	like	dash	horn	monger
(v.)	#plate	work	-kill (v.)	<b>spoke</b>
-soaper (nonliteral)	spoon	<b>speakeasy (n.)</b>	like	shave
-spoken (u.m.)	#stock	<b>spear</b>	#nail	stitch
tack	<b>sour</b>	bound	-pitch (v.)	-stitching (u.m.)
wood	belly	cast	tail	<b>spokes</b>
<b>soldier</b>	bread	fish	<b>spile</b>	man
bird	dough (n.)	head	hole	woman
-fashion (u.m.)	faced	-high (u.m.)	worm	<b>spindly (c.f.)</b>
fish	#grapes	man	<b>spill</b>	<i>all one word</i>
hearted	headed	proof	over (n., u.m.)	<b>sponge</b>
like	hearted	-shaped (u.m.)	way	#bath
proof	-natured (u.m.)	#thrower	<b>spindle</b>	cake
<b>sole</b>	-sweet	<b>speckle</b>	-formed (u.m.)	#cloth
cutter	sourcebook	belly	head	diver
cutting	<b>south</b>	breast (bird)	-legged (u.m.)	-diving (u.m.)
piece	-born (u.m.)	-breasted (u.m.)	legs	-shaped (u.m.)
plate	borne	<b>spectro (c.f.)</b>	shanks	<b>spongio (c.f.)</b>
print	bound	<i>all one word</i>	tail	<i>all one word</i>
<b>somato (c.f.)</b>	-central (u.m.)	<b>speech</b>	worm	<b>spool</b>
<i>all one word</i>	east	-bereft (u.m.)	<b>spine</b>	winder
<b>some</b>	east-bound (u.m.)	bound	#ache	wood
body	eastern	craft	bill	<b>spoon</b>
day	#end	maker	bone	-beaked (u.m.)
how	going	-making	-broken (u.m.)	bill (bird)
one (anyone)	land	-read (v.)	-pointed (u.m.)	-billed (u.m.)
#one (distributive)	lander	#reading	tail	bread
place (adv.)	paw	writer	spinning #wheel	drift
thing	#side	writing	<b>spino (c.f.)</b>	-fed (u.m.)
time (adv., u.m.)	-sider	<b>speed</b>	-olivary	maker
#time (some time ago)	-southeast	boat	<i>rest one word</i>	making
times	ward	boating	<b>spirit</b>	-shaped (u.m.)
what	west	boatman	-born (u.m.)	ways
where	west-bound (u.m.)	#cop	-broken (u.m.)	wise
<b>son</b>	wester	letter	land	<b>spore</b>
-in-law	soybean	trap	#level	former
#of #man	<b>sov</b>	up (n., u.m.)	wise	forming
<b>song</b>	back	way	#world	#fruit
bird	backed	writing	#writing	#print
book	bug	<b>spell</b>	<b>spit</b>	<b>sporo (c.f.)</b>
craft	band	bind	ball	<i>all one word</i>
fest	bar	binder	baller	<b>sports</b>
land	craft	binding	box	#editor
maker	-cramped (u.m.)	bound	fire	man
making	#key	craft	poison	manlike
man	man	down (n., u.m.)	stick	#page
worthy	mark	-free (u.m.)	<b>spite</b>	wear
wright	#rule (printing)	proof	#fence	woman
writer	ship	word	#wall	writer
writing	ship	work	work	<b>spot</b>
sonobuoy	#time	<b>spelling</b>	<b>spianchno (c.f.)</b>	#check
<b>sooth</b>	writer	down (n.)	<i>all one word</i>	-checked (u.m.)
fast	<b>spade</b>	#match	<b>splash</b>	-face (v.)
say	-dug (u.m.)	<b>spelter</b>	board	light
sayer	fish	man	#dam	weld (v.)
saying	foot	#solder	proof	welded (u.m.)
<b>sore</b>	-footed (u.m.)	<b>spend</b>	<b>spatter</b>	-welding (u.m.)
-eyed (u.m.)	#handle	-all (n.)	facéd	<b>spray</b>
foot (n.)	maker	thrifft	work	board
-footed (u.m.)	making	<b>spermato (c.f.)</b>	<b>splay</b>	#gun
head (n., u.m.)	man	<i>all one word</i>	foot	room
headed	-shaped (u.m.)	<b>spermo (c.f.)</b>	footed	-washed (u.m.)
hearted	work	<i>all one word</i>	mouth	<b>spread</b>
#throat	<b>span</b>	<b>speno (c.f.)</b>	mouthead	board
<b>sorry</b>	-long (u.m.)	-occipital	<b>spleen</b>	-eagle (u.m., v.)
hearted	-new (u.m.)	<i>rest one word</i>	-born (u.m.)	head
-looking (u.m.)	piece	<b>sphinxlike</b>	sick	out (n., u.m.)
<b>soul</b>	<b>Spanish</b>	<b>sphygmo (c.f.)</b>	-swollen (u.m.)	over (n., u.m.)
-deep (u.m.)	#American	<i>all one word</i>	<b>spleno (c.f.)</b>	-set (v.)
mate	-Arab	<b>spice</b>	<i>all one word</i>	<b>sprink</b>
-searching (u.m.)	-born (u.m.)	box	<b>splinter</b>	back (bookbind-
sick	-speaking (u.m.)	-burnt (u.m.)	#bar	ing)
<b>sound</b>	<b>spar</b>	cake	proof	board
-absorbing (u.m.)	#buoy	house	<b>split</b>	bok
board	#deck	-laden (u.m.)	beak (bird)	-born (u.m.)
#field		land	finger (crustacean)	buck
			#flap	-clean (v.)



<b>spring—con.</b>	<b>stag—con.</b>	<b>star—con.</b>	<b>steam—con.</b>	<b>step—con.</b>
#fever	horn	nose (mole)	#engine	grandchild
finger	-horned (u.m.)	proof	fitter	grandfather
fish	hound	shake	fitting	grandson
-grown (u.m.)	hunt	#shell	#heat	-in (n., u.m.)
halt	hunter	shine	#gage	ladder
head	hunting	shoot	pipe	mother
house	skin	-spangled (u.m.)	pipng	nephew
like	<b>stage</b>	stone	plant	off (n., u.m.)
#lock	coach	stroke	power	-on (n., u.m.)
maker	craft	-studded (u.m.)	-pocket (v.)	over (n., u.m.)
making	hand	throat (bird)	-propelled (u.m.)	parent
-plow (v.)	land	#time	roll (v.)	relationship
-plowed (u.m.)	like	#wheel	roller (u.m., v.)	sister
tail	line	wise	room	son
tide (season)	man	worm	ship	stone
time	#set	<b>starch</b>	table	#turn
trap	-struck (u.m.)	board	tight	uncle
<b>sprit</b>	wise	#corn	tightness	-up (n., u.m.)
sail	worthy	maker	<b>steamer</b>	way
tail	<b>stair</b>	making	-borne (u.m.)	wise
<b>spur</b>	builder	man	#line	<b>stepping</b>
-clad (u.m.)	building	room	load	-off (u.m.)
-driven (u.m.)	case	works	<b>steel</b>	-out (u.m.)
gall	head	<b>stark</b>	-blue (u.m.)	#pace
-galled (u.m.)	step	-blind (u.m.)	-bound	stone
-heeled (u.m.)	stepper	-mad (u.m.)	-bright (u.m.)	<b>stereo (c.f.)</b>
like	way	-naked (u.m.)	-cased (u.m.)	<i>all one word</i>
maker	#well	-raving (u.m.)	clad	<b>stern</b>
making	work	starter-off	#electrotype	castle
#track	<b>stake</b>	startup (n., u.m.)	#engraving	-faced (u.m.)
way	head	<b>stat (pref.)</b>	-framed (u.m.)	foremost
<b>spurnwater</b>	holder	<i>all one word</i>	-hard (u.m.)	-heavy (u.m.)
<b>spy</b>	master	<b>State</b>	head	-looking (u.m.)
boat	<b>stale</b>	-aided (u.m.)	hearted	man
glass	mate	#line	maker	most
hole	-worn (u.m.)	-owned (u.m.)	making	post
tower	<b>stall</b>	<b>state</b>	master	son
<b>square</b>	board	craft	plate	ward
-bottomed (u.m.)	-fed (u.m.)	hood	proof	way
-built (u.m.)	-fed (v.)	house	ware	#wheel
#dance	keeper	making	<b>#wool</b>	-wheeler
#deal	man	quake	work	<b>sterno (c.f.)</b>
#edge	<b>stamp</b>	room	worker	<i>all one word</i>
-faced (u.m.)	book	side	works	<b>stetho (c.f.)</b>
flipper	-licking (u.m.)	sider	yard	<i>all one word</i>
#foot	man	way	<b>steep</b>	land (geol.)
head	#tax	states	land (geol.)	-rising (u.m.)
headed	<b>stand</b>	man	-rising (u.m.)	-to (u.m.)
#knot	by (n., u.m.)	manlike	-to (u.m.)	-up (u.m.)
#mark	down (n., u.m.)	woman	-walled (u.m.)	<b>steep</b>
#mile	fast (n., u.m.)	<b>station</b>	chase	chaser
-rigged (u.m.)	-in (n., u.m.)	#house	chaser	-high (u.m.)
#root	off (n., u.m.)	man	jack	top
-set (u.m.)	offish	master	top	steerageway
shooter	out (n., u.m.)	#wagon	<b>stato (c.f.)</b>	<i>all one word</i>
tail (fish)	pat	<b>stato (c.f.)</b>	<i>all one word</i>	<b>statue</b>
#wave	patter	<b>statue</b>	craft	like
<b>squaw</b>	pattism	craft	maker	making
fish	pipe	like	making	<b>statute</b>
man	point	maker	-barred (u.m.)	#book
<b>squeeze</b>	post	making	#mile	stay
-in (n., u.m.)	still (n., u.m.)	<b>statute</b>	-at-home (n., u.m.)	bar
out (n., u.m.)	up (n., u.m.)	#book	bar	bolt
#play	<b>standard</b>	#mile	boom	#girder
up (n., u.m.)	#bearer	stay	lance	log
<b>squirrel</b>	bred	-at-home (n., u.m.)	maker	maker
#cage	#breed	bar	making	pin
fish	#gag	bolt	plow	sail
-headed (u.m.)	#time	boom	sail	wire
<b>stable</b>	stander-by	#girder	wire	<b>steam</b>
boy	<b>staphylo (c.f.)</b>	lance	boat	boat
fly	<i>all one word</i>	log	boating	boatman
keeper	<b>star</b>	maker	car	-cooked (u.m.)
man	blind	making	-driven (u.m.)	
<b>stack</b>	board	pin		
freed	bright	plow		
man	craft	sail		
room	dust	wire		
stand	finch	<b>steam</b>		
up (n., u.m.)	fish	boat		
yard	gaze	boating		
<b>staff</b>	gazer	boatman		
-herd (v.)	gazing	car		
man	-led (u.m.)	-cooked (u.m.)		
<b>stag</b>	light	-driven (u.m.)		
-handled (u.m.)	like			
head	lit			
-headed (u.m.)	lite (gem)			

<b>sting-con.</b>	<b>stone-con.</b>	<b>stout</b>	<b>stray-con.</b>	<b>stucco</b>
ray	crusher	-armed (u.m.)	#line	-fronted (u.m.)
tail (fish)	cutter	hearted	mark	work
<b>stink</b>	cutting	heartedness	<b>stream</b>	work
ball	-dead (u.m.)	-minded (u.m.)	bank	<b>stuck</b>
bird	-dead (u.m.)	wood	bed	up (n., u.m.)
bomb	-eyed (u.m.)	<b>stove</b>	flow	-upper
bug	fish	brush	head	-upplish (u.m.)
damp	fly	-heated (u.m.)	line	<b>stud</b>
pot	hand (printing)	house	lined	bolt
stone	hatch (bird)	#length	liner	book
<b>stir</b>	head	maker	side	fish
about (n., u.m.)	hearted	making	ward	horse
-up (n., u.m.)	layer	man	way	mare
<b>stitch</b>	laying	pipe	<b>street</b>	#print
bird	lifter	wood	-bred (u.m.)	work
down (n., u.m.)	man	<b>stow</b>	car	stuntman
up (n., u.m.)	mason	away (n., u.m.)	cleaner	<b>stupid</b>
work	pecker (bird)	bord	-cleaning (u.m.)	head
<b>stock</b>	#proof (printing)	down (n., u.m.)	-sold (u.m.)	-headed (u.m.)
#block	shot	#net	sweeper	-looking (u.m.)
board	#wall (n.)	wood	sweeping	<b>sturdy</b>
book	wall (u.m.)	<b>straddle</b>	walker	hearted
boy	ware	back	walking	-limbed (u.m.)
breeder	work	bug	ward	stylebook
breeding	worker	-face (v.)	way	<b>stylo</b> (c.f.)
broker	#writing	-legged (u.m.)	<b>strepto</b> (c.f.)	<i>all one word</i>
brokerage	yard	wise	<i>all one word</i>	sub (pref.)
broking	<b>stony</b>	<b>straight</b>	<b>stretch</b>	-Himalayan, etc.
#car	-eyed (u.m.)	away	#bearer	machinegun
father	#ground	-backed (u.m.)	man	#rosa, #specie, etc.
feeder	hearted	-cut (u.m.)	<b>stretchout</b> (n., u.m.)	-subcommittee
feeding	#land	edge	<b>strife</b>	polar, standard,
fish	<b>stop</b>	-edged (u.m.)	maker	etc.
holder	back (n.)	#face	making	<i>rest one word</i>
holding	block	-faced (u.m.)	monger	<b>subject</b>
house	board	forward	<b>strike</b>	-object
jobber	clock	head	breaker	-objectivity
jobbing	cock	-legged (u.m.)	breaking	subter (pref.)
judging	gap	#line	-in (n., u.m.)	<i>all one word</i>
keeper	hound	-lined (u.m.)	out (n., u.m.)	<b>such</b>
keeping	#key	-out (n., u.m.)	over (n., u.m.)	-and-such
list	light	#run	<b>striker</b>	like
maker	list	-spoken (u.m.)	-in	wise
making	log	#time	-out	<b>suck</b>
man	-loss (u.m.)	-up (u.m.)	<b>string</b>	-egg (n., u.m.)
owner	off (n., u.m.)	-up-and-down	board	fish
pile	over (n., u.m.)	(u.m.)	course	fly
piled	watch	way	halt	hole
piling	water	wise	halted	-in (n., u.m.)
pot	work	<b>strainerman</b>	maker	stone
proof	storage #room	strainslip	making	<b>sugar</b>
raiser	<b>store</b>	<b>strait</b>	man	#beet
raising	house	-cheded (u.m.)	piece	bird
rack	keeper	jacket	#plate	#bowl
room	keeping	laced	#proof (density)	cake
-still (u.m.)	man	lacing	ways	cane
stone	room	<b>stranglehold</b>	<b>strip</b>	-coat (v.)
taker	ship	<b>strap</b>	cropping	-coated (u.m.)
taking	wide	-bolt (v.)	#map	-cured (u.m.)
truck	<b>storm</b>	hanger	#mine	house
work	-beaten (u.m.)	head	#pit	loaf
wright	bird	-shaped (u.m.)	#printing	maker
yard	bound	watch	tease	making
<b>stoke</b>	cock	work	teaser	plum
hold	flow	<b>strato</b> (c.f.)	<b>strong</b>	spoon
hole	-laden (u.m.)	<i>all one word</i>	-arm (u.m., v.)	sweet
<b>stomach</b>	proof	<b>straw</b>	back (nautical)	#water
#ache	#sash	berry #field	-backed (u.m.)	works
-filling (u.m.)	-swept (u.m.)	bill (bird)	box	suitcase
#pump	tight	board	brained	<b>suifa</b> (c.f.)
-shaped (u.m.)	-tossed (u.m.)	boss	headed	<i>all one word</i>
-sick (u.m.)	#trooper	-built (u.m.)	hearted	<b>sulfo</b> (c.f.)
-weary (u.m.)	ward	hat	hold	<i>all one word</i>
<b>tomato</b> (c.f.)	wind	man	#man	<b>sulfon</b> (c.f.)
<i>all one word</i>	#window	-rooted (u.m.)	-minded (u.m.)	<i>all one word</i>
<b>stone</b>	<b>story</b>	splitter	point (n.)	<b>sullen</b>
bird	book	splitting	room	hearted
biter	#hour	stack	<b>stub</b>	-natured (u.m.)
blind	land	stacker	#nail	<b>summer</b>
boat	maker	-stuffed (u.m.)	#pen	bird
brash	making	#vote	runner	castle (naut.)
breaker	teller	walker	-foed (u.m.)	-clad (u.m.)
breaking	telling	work	wing	#day
broke	time	worm	<b>stubble</b>	-dried (u.m.)
brood	work	yard	#field	-fallow (v.)
cast	writer	-yellow (u.m.)	-mulch (u.m.)	house
chat (bird)	writing	<b>stray</b>	<b>stubborn</b>	land
-cold (u.m.)		away (n., u.m.)	hearted	-made (u.m.)
#crab			minded	#school

<b>summer--con.</b>	<b>supra--con.</b>	<b>sweet--con.</b>	<b>sword--con.</b>	<b>tail--con.</b>
tide	-arytenoid	brier	#belt	#end
time (season)	-auditory	faced	bill	-ender
#time (daylight saving)	-auricular	fish	#breaker	first
wood	-axillary	heart	craft	foremost
<b>sun</b>	-Christian, etc.	hearted	fish	gate
-baked (u.m.)	<i>rest one word</i>	maker	fisherman	head
bath	<b>sur</b> (pref.)	meat	fishing	-heavy (u.m.)
-bathed (u.m.)	<i>all one word</i>	mouthed	maker	hook
beam	<b>sure</b>	-pickle (v.)	making	lamp
beamed	#enough	shop	play	light
bird	-fire (u.m.)	-sour	player	piece
blind	-footed (u.m.)	-sweet	proof	pin
#blindness	-slow	water (u.m.)	-shaped (u.m.)	pipe
bonnet	#thing	<b>swell</b>	smith	plane
bow	<b>surf</b>	-butted (u.m.)	stick	race
break	-battered (u.m.)	doodle (fish)	tail	spin
burn	bird	fish	<b>swords</b>	stock
burned	board	head	man	-tied (u.m.)
burst	boat	toad	woman	twister
-cured (u.m.)	boatman	<b>swelled-headed</b>	<b>syn</b> (pref.)	twisting
dial	bound	(u.m.)	<i>all one word</i>	-up (n., u.m.)
dog	#fish	<b>swept</b>	<b>synchro</b>	ward
down	line	back (n., u.m.)	cyclotron	wheel
dress	man	forward (n., u.m.)	flash	wind
-dried (u.m.)	-swept (u.m.)	wing (n., u.m.)	mesh	wise
-dry (v.)	<b>surface</b>	<b>swift</b>	tron	<b>tailor</b>
fall	man	foot	<b>Syro</b> (c.f.)	bird
fast	#printing	-footed (u.m.)	-Arabian, etc.	craft
fish	#water	-handed (u.m.)	phenician	-cut (u.m.)
glade	<b>surgeon</b>	-running (u.m.)	<b>systemwide</b>	made (u.m.)
glare	#dentist	<b>swill</b>		man
glass	fish	bowl		-suited (u.m.)
glow	#general	tub	<b>T</b>	<b>take</b>
#hat	<b>swallow</b>	<b>swim</b>	-bandage	-all (n.)
lamp	bird	suit	-beam	down (n., u.m.)
land	pipe	wear	-bone	-home (u.m.)
light	tail	<b>swine</b>	-iron	-in (n., u.m.)
line	-tailed (u.m.)	-backed (u.m.)	-rail	off (n., u.m.)
lit	-wing (bird)	bread	-shape	out (n., u.m.)
power	<b>swamp</b>	head	-shaped	over (n., u.m.)
proof	#ever	herd	-square	up (n., u.m.)
quake	land	#itch	<b>T</b>	<b>taker</b>
ray	side	pipe (bird)	-boat	-down
rise	<b>swan</b>	pox	-cloth	-in
room	-bosomed (u.m.)	stone	-man	-off
scald	dive	sty	-scale (score)	-up
set	herd	<b>swing</b>	-shirt	<b>tale</b>
setting	mark	back (n., u.m.)	<b>table</b>	bearer
shade	marking	bar	cloth	bearing
shine	neck	#beam	-cut (u.m.)	book
shiny	necked	devil (bird)	cutter	carrier
-shot (u.m.)	skin	dingle	-cutting (u.m.)	carrying
shower	song	#door	fellow	monger
spot	<b>swansdown</b>	#gate	fellowship	teller
spotted	<b>swash</b>	#shift	-formed (u.m.)	telling
stone	buckle	#shifter	land	wise
stricken	buckler	stock	#linen	<b>talk</b>
stroke	buckling	-swang	maid	fest
struck	#letter	tree	maker	worthy
tan	plate	<b>swingle</b>	making	<b>talking</b>
#time (measure)	way	bar	man	#film
time (dawn)	work	tail (shark)	mate	-to (n.)
up	<b>sway</b>	tree	-shaped (u.m.)	<b>tall</b>
ward	back (n., u.m.)	<b>switch</b>	spoon	boy (n.)
wise	-backed (u.m.)	back	spoonful	-built (u.m.)
<b>sunkland</b>	bar	board	talk	#grass
<b>sunny</b>	-brace (v.)	box	top	-looking (u.m.)
hearted	<b>swearer-in</b>	gear	ware	-masted (u.m.)
heartedness	<b>swear word</b>	keeper	wise	<b>tallow</b>
-looking (u.m.)	<b>sweat</b>	like	work (printing)	-faced (u.m.)
-natured (u.m.)	band	man	<b>tachy</b> (c.f.)	maker
<b>super</b> (pref.)	box	plate	<i>all one word</i>	making
-Christian, etc.	#gland	plug	<b>tag</b>	man
#high frequency	#pad	rail	-affixing (u.m.)	-pale (u.m.)
-superlative	#shirt	tail (fish)	board	<b>tally</b>
highway, market, etc.	shop	tender	boat	#board
<i>rest one word</i>	<b>sweep</b>	#tower	#day	#clerk
<b>supper</b>	back (aviation)	yard	#end	ho
time	(n., u.m.)	<b>swivel</b>	lock	man
ward	forward (aviation)	#chair	rag	#room
<b>supra</b> (pref.)	tion (n., u.m.)	eye	sore	#sheet
-abdominal	stake	-eyed (u.m.)	tail	wag (fish)
-acromial	through (n., u.m.)	-hooked (u.m.)	<b>tail</b>	-tame
-aerial	washer	like	band	-grown (u.m.)
-anal	washings	#lock	board	hearted
-angular	<b>sweet</b>	<b>sword</b>	#coat	-looking (u.m.)
	bread	-armed (u.m.)	-cropped (u.m.)	-natured (u.m.)
	-breathed (u.m.)	bearer		

<b>tan</b> bark house wood works yard	<b>tariff—con.</b> making -protected (u.m.) #wall <b>tarpaulin</b> -covered (u.m.) #maker -making (u.m.) <b>tarso</b> (c.f.) <i>all one word</i> <b>task</b> #force master mistress setter work <b>tattletale</b> <b>tauro</b> (c.f.) <i>all one word</i> <b>tax</b> #assessor book -burdened (u.m.) #collector #dogger eater eating -exempt (u.m.) -free (u.m.) gatherer gathering -laden (u.m.) #lien #list load man paid payer paying payment #roll #sale -supported (u.m.) <b>taxi</b> auto bus cab #dancer #driver man meter metered plane stand way (aviation) <b>tea</b> ball board box cake cart #chest -colored (u.m.) cup cupful dish house kettle maker making man #party pot room #rose -scented (u.m.) shop spoon spoonful #table taster tasting time #wagon ware <b>team</b> mate play wise work	<b>tear</b> bomb -dimmed (u.m.) down (n., u.m.) drop #gas -off (n., u.m.) -out (n., u.m.) pit proof sheet stain -stained (u.m.) <b>teen</b> age (u.m.) ager <b>teeter</b> board tail -totter <b>tele</b> (c.f.) <i>all one word</i> <b>teleo</b> (c.f.) <i>all one word</i> <b>tell</b> tale truth <b>telo</b> (c.f.) <i>all one word</i> <b>tempest</b> proof -rocked (u.m.) <b>temporo</b> (c.f.) -occipital <i>rest one word</i> <b>ten</b> fold penny (nail) pins <b>tender</b> #boat -faced (u.m.) foot -footed (u.m.) footish -handed (u.m.) heart hearted loin -looking (u.m.) tenement #house <b>tent</b> -dotted (u.m.) maker making mate pole -sheltered (u.m.) #show #stitch work worm terneplate <b>terra</b> #cotta #firma mara <b>terrace</b> -fashion (u.m.) maker work <b>est</b> #case -fly (v.) house man room #tube <b>tetra</b> (c.f.) <i>all one word</i> <b>text</b> book man writer <b>thanks</b> rig giver giving	<b>thatch</b> -roofed (u.m.) wood work <b>theater</b> goer going <b>then</b> abouts adays <b>thence</b> forth forward ward <b>theo</b> (c.f.) <i>all one word</i> <b>theologico</b> (c.f.) <i>all one word</i> <b>theory</b> less maker making monger <b>there</b> about(s) above across after against among around at away before between by for fore from in inafter inbefore into of on over through to tofore under until unto upon with <b>thermo</b> (c.f.) <i>all one word</i> <b>thick</b> -blooded (u.m.) brained head headed lips -looking (u.m.) pated set (n., u.m.) skin skinned skull (n.) skulled -tongued (u.m.) wit -witted (u.m.) -wooded (u.m.) -woven (u.m.) <b>thief</b> craft land maker making proof <b>thimble</b> -eye (n.) -eyed (u.m.) maker -making (u.m.) man rig rigged rigger	<b>thimble—con.</b> rigging -shaped (u.m.) <b>thin</b> brained -clad (u.m.) down (n., u.m.) set (u.m.) skinned -voiced (u.m.) <b>thio</b> (c.f.) <i>all one word</i> <b>third</b> -class (u.m.) -degree (u.m.) hand (adv., u.m.) #house -rate (u.m.) -rater <b>thistle</b> bird down <b>thoraco</b> (c.f.) <i>all one word</i> <b>thorn</b> back bill bound -covered (u.m.) -set (u.m.) stone -strewn (u.m.) tail <b>thorough</b> -bind (v.) bred -dried (u.m.) fare foot going -made (u.m.) paced pin <b>thought</b> -bewildered (u.m.) -free (u.m.) -out (u.m.) -provoking (u.m.) sick -tight (u.m.) worthy <b>thousand</b> fold -headed (u.m.) -legged (u.m.) legs (worm) <b>thrall</b> born dom -less <b>thread</b> bare fin (fish) fish #gage -leaved (u.m.) maker making way worm <b>three</b> -bagger -cornered (u.m.) -dimensional (u.m.) fold folded -in-hand -master penny (nail) -piece (u.m.) -ply (u.m.) score some -spot -square -striper threshingtime thrift box
--	---	--	--	--

<b>throat</b> band cutter cutting latch strap	<b>ticket—con.</b> #seller -selling (u.m.) #writer tidal #wave tiddlywink <b>tide</b> bound flat #gauge head land maker making mark -marked (u.m.) race table -tossed (u.m.) waiter water #wave way work -worn (u.m.)	<b>timber</b> -built (u.m.) head -headed (u.m.) jack land line man -propped (u.m.) #right #rot #wolf wood work wright yard	<b>tin—con.</b> worker working <b>tinder</b> box -dry (u.m.) <b>tinsel</b> -bright (u.m.) -clad (u.m.) #cloth -covered (u.m.) maker making weaver <b>tint</b> block (printing) #tool <b>tip</b> burn cart -curled (u.m.) head -in (n., u.m.) man most off (n., u.m.) over (n., u.m.) proof staff stock tail tank -tap tilt (v.) tilted tilting toe toed toeing top topper -up (u.m.)	<b>toad—con.</b> eater fish -green (u.m.) head (bird) stone stool <b>toast</b> #list master mistress <b>toobacco</b> #grower -growing (u.m.) #shed #shop <b>toe</b> board cap #dance #drop hold -in (n., u.m.) -mark (v.) nail plate print <b>toil</b> -beaten (u.m.) some -stained (u.m.) -weary (u.m.) worn <b>toilet</b> #mirror #room ware <b>toil</b> bar board #bridge #call (u.m.) gate gatherer house keeper #line man master payer paying penny #road taker <b>tom</b> boy cat cod fool foolery piper tate (fish) -tom <b>tomb</b> stone -strewn (u.m.) <b>tommy</b> #bar cod (fish) gun #hole rot <b>ton</b> -hour -kilometer -mile -mileage -mile-day <b>tone</b> -deaf (u.m.) down (n., u.m.) -producing (u.m.) proof up (n., u.m.) <b>tongue</b> -baited (u.m.) bird #bit -bound (u.m.) craft
<b>away</b> (n., u.m.) back (n., u.m.) -in (n., u.m.) #line off (n., u.m.) -on (n., u.m.) out (n., u.m.) over (n., u.m.) <b>thrust</b> -pound power <b>thumb</b> bird #hole -made (u.m.) mark -marked (u.m.) nail piece print screw -shaped (u.m.) stall string sucker sucking tack worn <b>thunder</b> bearer bearing bird blast bolt burst clap cloud crack fish gust head headed peal proof shower smite (v.) squall stick stone storm strike stroke struck -voiced (u.m.) <b>thwart</b> man ship <b>thymo</b> (c.f.) <i>all one word</i> <b>thyro</b> (c.f.) <i>all one word</i> <b>tibio</b> (c.f.) <i>all one word</i> <b>tick</b> bird #fever seed seeded tacktoe tick tock <b>ticket</b> holder maker making	<b>tie</b> back (n.) #band #bar #beam #bolt #cord down (n., u.m.) -in (n., u.m.) #knot line -on (n., u.m.) -out (n., u.m.) pin #plate -plate #post #rod #rope #stay #strap up (n., u.m.) #wall wig wiggid tierlift (truck) <b>tiger</b> bird eye hearted #lily proof #shark -striped (u.m.) <b>tight</b> -belted (u.m.) bound fisted -fitting (u.m.) #joint lipped rope -set (u.m.) -tie (v.) wad wire work <b>tile</b> -clad (u.m.) #drain fish maker making -red (u.m.) setter stone work works wright yard <b>tilt</b> board hammer up (n.) yard	<b>time</b> book born bound card clerk clock -consuming (u.m.) -honored (u.m.) keep (v.) keeper killer killing lag lock out (n., u.m.) piece -in (n., u.m.) pleaser proof saver saving server serving sheet slip span -stamp (v.) study table taker taking waster wasting work worker worn <b>tin</b> -bearing (u.m.) bound #can -capped (u.m.) -clad (u.m.) #cow cup #fish foil foiled foiler frame #hat horn house kettle -lined (u.m.) man #ore #pail pan plate -plated (u.m.) -plating (u.m.) pot -roofed (u.m.) shop smith smithing spot stone type typer ware -white (u.m.) work	<b>tin—con.</b> worker working <b>tinder</b> box -dry (u.m.) <b>tinsel</b> -bright (u.m.) -clad (u.m.) #cloth -covered (u.m.) maker making weaver <b>tint</b> block (printing) #tool <b>tip</b> burn cart -curled (u.m.) head -in (n., u.m.) man most off (n., u.m.) over (n., u.m.) proof staff stock tail tank -tap tilt (v.) tilted tilting toe toed toeing top topper -up (u.m.) <b>tire</b> changer changing dresser fitter holder maker making man -mile #rack shaper smith some <b>tit</b> bit fish #for #tat lark man mouse <b>titano</b> (c.f.) <i>all one word</i> <b>tithe</b> book -free (u.m.) payer right <b>title</b> board holder -holding (u.m.) #page winner -winning (u.m.) <b>to</b> -and-fro day -do (n.) morrow night #wit <b>toad</b> back -bellied (u.m.) blind bug eat (v.)	

<b>tongue—con.</b>	<b>top—con.</b>	<b>tow</b>	<b>trade—con.</b>	<b>trashrack</b>
-dumb (u.m.)	-drain (v.)	boat	-made (u.m.)	<b>travel</b>
fish	#drawer	#car	mark	-bent (u.m.)
-free (u.m.)	dress (v.)	-haired (u.m.)	#name	book
-lash (v.)	dressing	head	#school	time
#lashing	fight (u.m.)	headed	#union	-tired (u.m.)
play	full	#hook	#unionism	way
proof	gallant (n., u.m.)	line	#unionist	-worn (u.m.)
-shaped (u.m.)	-graft (v.)	mast	#wind	<b>trawl</b>
shot	hat	#net	work	boat
sore	-hatted (u.m.)	-netter	<b>trades</b>	net
tack	heavy	path	folk	<b>tray</b>
tacked	kick	rope	man	#cloth
tie	knot	#team	people	maker
tied	knotted	<b>tower</b>	#union	<b>tread</b>
tip	light	#chime	#unionism	board
#twister	lighted	-high (u.m.)	woman	mill
-twisting (u.m.)	line	house	<b>traffic</b>	wheel
work	liner	man	-mile	<b>treasure</b>
<b>tool</b>	lofty	proof	way	-filled (u.m.)
bag	maker	-shaped (u.m.)	<b>tragico (c.f.)</b>	#house
#belt	making	work	<i>all one word</i>	-laden (u.m.)
box	man (n.)	<b>town</b>	<b>trail</b>	#ship
builder	mark	bound	blazer	#trove
building	mast	-bred (u.m.)	blazing	<b>treaty</b>
#chest	milk	#clerk	breaker	bound
crib	most	#crier	maker	breaker
#designer	notch (nonliteral)	-dotted (u.m.)	making	breaking
dresser	notcher	folk	-marked (u.m.)	maker
fitter	piece	gate	side	making
#grinder	rail	goer	sight	-sealed (u.m.)
-grinding (u.m.)	rope	going	-weary (u.m.)	<b>tree</b>
#handle	sail	hall	wise	#belt
head	-secret (u.m.)	house	<b>train</b>	-clad (u.m.)
holder	#sergeant	like	bearer	fish
holding	-shaped (u.m.)	lot	bolt	#frog
house	side (naut.)	#meeting	boy	holder
kit	soil	ship	crew	hopper
maker	stone	side	line	house
making	tail (v.)	site	load	#line
mark	#timber (naut.)	talk	man	-lined (u.m.)
marking	work	ward	master	maker
plate	<b>topo (c.f.)</b>	wear	-mile	making
post	<i>all one word</i>	-weary (u.m.)	shed	man
#press	topsy-turvy	woman	sick	man
rack	<b>torch</b>	yard	stop	scap
room	bearer	<b>towns</b>	time	-ripe (u.m.)
#set	bearing	boy	way	scap
setter	#dance	fellow	yard	#toad
shed	fish	man	<b>training</b>	top
slide	#holder	people	#camp	#trunk
smith	light	<b>toy</b>	#ship	trellis
#steel	lighted	#dog	tram	-covered (u.m.)
stock	like	house	-borne (u.m.)	work
stone	lit	land	car	<b>trench</b>
work	man	maker	line	back
<b>tooth</b>	#song	making	load	board
ache	<b>torpedo</b>	man	man	coat
aching	#boat	shop	rail	#fever
achy	#mine	-sized (u.m.)	road	foot
#and #nail	plane	town	smith	#knife
bill	#room	<b>tracheo (c.f.)</b>	way	mouth
-billed (u.m.)	#tube	<i>all one word</i>	wayman	#prow
brush	torquemeter	<b>trachy (c.f.)</b>	yard	-plowed (u.m.)
drawer	<b>toss</b>	<i>all one word</i>	<b>trans (pref.)</b>	-plowing (u.m.)
drawing	pot	<b>track</b>	alpine	#warfare
mark	up (n., u.m.)	barrow	atlantic	<b>tristle</b>
-marked (u.m.)	totebox	#brake	-Canadian, etc.	board
paste	<b>touch</b>	#gag	pacific	#bridge
pick	#and #go	hound	uranic	tree
plate	back (n., u.m.)	layer	<i>rest also one word</i>	work
powder	down (n., u.m.)	laying	<b>transit</b>	<b>tri (c.f.)</b>
proof	hole	man	man	-iedide
puller	line	mark	#time	-ply (u.m.)
-pulling (u.m.)	-me-not (n., u.m.)	master	trap	state, etc.
-set (u.m.)	#method	-mile	ball	<i>rest one word</i>
-shaped (u.m.)	pan	shifter	door	<b>tribes</b>
#shell	reader	sick	fall	man
some	stone	side	#hatch	people
wash	up (n., u.m.)	walker	light	<b>tribo (c.f.)</b>
work	wood	walking	line	<i>all one word</i>
<b>top</b>	writer	way	maker	<b>tricho (c.f.)</b>
#brass	writing	work	making	<i>all one word</i>
cap (n.)	<b>tough</b>	tractor-trailer	#nest	<b>trick</b>
coat	head (duck)	<b>trade</b>	-nester	proof
coated	-headed (u.m.)	#board	rock	work
coating	hearted	bound	shoot	<b>trim</b>
cutter	-looking (u.m.)	craft	shooter	-cut (u.m.)
#dog	-skinned (u.m.)	-in (n., u.m.)	shooting	-dressed (u.m.)
		-laden (u.m.)	stick	-looking (u.m.)
				stone

- trinitro** (c.f.)  
*all one word*
- trip**  
-free (u.m.)  
#gear  
hammer  
#rate  
sill  
wire  
tripestone  
**triple**  
-acting (u.m.)  
back (sofa)  
-branched (u.m.)  
-edged (u.m.)  
fold  
#play  
tail (fish)  
-tailed (u.m.)  
tree (n.)
- trolley**  
#bus  
#car  
#line  
maker  
man
- troop**  
fowl  
ship  
#train
- tropho** (c.f.)  
*all one word*
- trope** (c.f.)  
*all one word*
- trouble**  
-free (u.m.)  
-haunted (u.m.)  
maker  
making  
man  
proof  
shooter  
shooting  
some
- trough**  
room  
way
- trout**  
bird  
-colored (u.m.)  
-famous (u.m.)  
fly  
#stream
- trowel**  
beak (bird)  
man
- truce**  
breaker  
breaking  
maker  
making  
-seeking (u.m.)
- truck**  
borne (u.m.)  
driver  
#farm  
line  
load  
man  
-mile  
owner  
#tractor  
#trailer  
way
- true**  
-aimed (u.m.)  
#bill  
-blue (u.m.)  
born  
bred  
-eyed (u.m.)  
-false  
hearted  
love (n., u.m.)  
penny (n.)  
#time
- trundle**  
#bed  
head
- trunk**  
back  
fish  
line  
maker  
nose  
room  
#steamer  
way  
**trust**  
#beam  
bound  
maker  
making  
work  
**trust**  
breaking  
buster  
busting  
-controlled (u.m.)  
maker  
man  
-ridden (u.m.)  
woman  
worthy
- truth**  
-filled (u.m.)  
lover  
seeker  
-seeking (u.m.)  
teller  
telling
- try**  
house  
-on (n., u.m.)  
out (n., u.m.)  
pot  
sail  
square  
works
- tub**  
#butter  
fast  
fish  
maker  
making  
man  
-shaped (u.m.)  
#thumper
- tube**  
-eyed (u.m.)  
-fed (u.m.)  
form (u.m.)  
head  
hearted  
maker  
making  
man  
-nosed (u.m.)  
#plate  
#sheet  
smith  
work  
works
- tuberculo** (c.f.)  
*all one word*
- tubo** (c.f.)  
-ovarian  
*rest one word*
- tuft**  
hunter  
hunting
- tug**  
boat  
boatman  
#of #war
- tulip**  
#bed  
grower  
-growing (u.m.)  
#mold  
#root  
wood
- tumble**  
bug  
down (n., u.m.)
- tuna**  
fish  
#oil
- tune**  
maker  
making  
out (n., u.m.)  
up (n., u.m.)  
**tunnel**  
-boring (u.m.)  
maker  
making  
man  
-shaped (u.m.)  
way  
**turbo** (c.f.)  
-ramjet (u.m.)  
*rest one word*
- turf**  
bound  
-built (u.m.)  
-clad (u.m.)  
-covered (u.m.)  
man
- turkey**  
back  
#buzzard  
#gobbler  
-red (u.m.)  
#trot
- Turko** (c.f.)  
-Greek, etc.  
*rest one word*
- turn**  
about (n., u.m.)  
about-face  
again (n., u.m.)  
around (n., u.m.)  
back (n., u.m.)  
buckle  
cap  
coat  
cock  
down (n., u.m.)  
gate  
-in (n., u.m.)  
key  
off (n., u.m.)  
out (n., u.m.)  
over (n., u.m.)  
penny  
pike  
pin  
plate  
plow  
round (n., u.m.)  
row  
screw  
server  
sheet  
skin  
spit  
stile  
stitch  
stone (bird)  
table  
tail  
-to (n.)  
under (n., u.m.)  
up (n., u.m.)  
wrest
- turned**  
-back (u.m.)  
-down (u.m.)  
-in (u.m.)  
-on (u.m.)  
-out (u.m.)  
-over (u.m.)
- turner-off**
- turret**  
#deck  
#gun  
head  
#ship
- turtle**  
back  
dove  
-footed (u.m.)  
neck (u.m.)  
#shell  
stone
- twelve**  
fold  
month  
penny (nail)  
score
- twenty**  
-first  
fold  
leaf  
-one  
penny (nail)
- twice**  
-born (u.m.)  
-reviewed (u.m.)  
-told (u.m.)
- twin**  
#boat  
born  
-engined (u.m.)  
fold  
-jet (u.m.)  
-motor (u.m.)  
-screw (u.m.)  
#ship
- twine**  
bound  
-colored (u.m.)  
cutter  
holder  
maker  
making  
#spinner
- two**  
-a-day (u.m.)  
-along (bookbind-  
ing) (n.)  
-decker  
-faced (u.m.)  
fold  
-handed (u.m.)  
penny (nail)  
-piece (u.m.)  
-ply (u.m.)  
score  
-seater  
some  
-spot  
-step (dance)  
-striper  
-suiter  
-thirder  
-up (n., u.m.)  
-way (u.m.)  
-wheeler
- tympano** (c.f.)  
*all one word*
- type**  
case  
sole  
cast  
caster  
casting  
cutter  
cutting  
face  
founder  
foundry  
#genus  
-high (u.m.)  
holder  
#metal  
#page  
script  
set  
setter  
setting  
write (v.)  
writer  
writing  
written
- typho** (c.f.)  
*all one word*
- typo** (c.f.)  
*all one word*
- tyro** (c.f.)  
*all one word*
- U-boat**  
U  
-cut  
-magnet  
-rail  
-shaped  
-tube
- ultra** (pref.)  
-a m b i t i o u s ,  
-atomic, etc.  
-English, etc.  
high #frequency  
-high-speed (u.m.)  
#valorem, #vires,  
etc.  
*rest one word*
- un** (pref.)  
-American, etc.  
called-for (u.m.)  
heard-of (u.m.)  
-ionized (u.m.)  
self-conscious  
sent-for (u.m.)  
thought-of (u.m.)  
thought-on (u.m.)  
*rest one word*
- under**  
age (deficit)  
age (younger) (n.,  
u.m.)  
#contract  
coverman  
#cultivation (till-  
age)  
cultivation (insuf-  
ficient) (pref.)  
#oath  
#obligation  
#orders  
#secretary  
-secretaryship  
#suspicion  
way  
*as prefix, one word*
- uni** (c.f.)  
-univalent  
*rest one word*
- union**  
#card  
-made (u.m.)  
man  
#shop
- unit**  
#fraction  
#price  
-set (u.m.)
- up**  
along (adv.)  
-anchor (u.m., v.)  
-and-coming (u.m.)  
#and #up  
beat  
bow  
coast  
country (adv.,  
u.m.)  
end (v.)  
grade  
gradient  
keep  
lift  
lock  
#oars  
-over (u.m.)  
patient  
rate  
river  
stairs  
state  
stream  
street  
swing  
take  
-to-date (u.m.)  
town  
trend  
turn  
wind

<b>upper</b> case (printing) cased (printing) #class classman crust (n., u.m.) cut #deck #grade #hand handism most #world urano (c.f.) <i>all one word</i> uretero (c.f.) <i>all one word</i> urethro (c.f.) <i>all one word</i> uro (c.f.) <i>all one word</i> used-car (u.m.) utero (c.f.) <i>all one word</i>	<b>vellum</b> -bound (u.m.) #cloth -covered (u.m.) <b>velvet</b> breast (bird) -crimson (u.m.) -draped (u.m.) #finish -green (u.m.) hearted maker making -pile (u.m.) work <b>vent</b> #drill hole <b>ventri</b> (c.f.) <i>all one word</i> <b>ventro</b> (c.f.) <i>all one word</i> <b>verse</b> -commemorated (u.m.) craft maker making man monger mongering smith <b>vertebro</b> (c.f.) <i>all one word</i> <b>vesico</b> (c.f.) <i>all one word</i> <b>vibro</b> (c.f.) <i>all one word</i> <b>vice</b> #admiral -admiralty #consul -consulate -consulship gerency gerent #governor -governorship #minister -ministry -presidency #president -president-elect -presidential #rector -rectorship regal -regency #regent royal royalty #versa #warden -wardenship Vietcong <b>view</b> #angle finder point <b>vile</b> hearted -natured (u.m.) <b>vine</b> -clad (u.m.) -covered (u.m.) dresser grower growing land stalk yard <b>vinegar</b> -flavored (u.m.) -hearted (u.m.) maker -making (u.m.) -tart (u.m.) <b>violet</b> -blue (u.m.) -colored (u.m.)	<b>violet—con.</b> -ear (bird) -eared (u.m.) #ray -rayed (u.m.) #water wood <b>violin</b> #case maker making -shaped (u.m.) <b>viper</b> fish -headed (u.m.) <b>virtue</b> -armed (u.m.) proof wise <b>viscero</b> (c.f.) <i>all one word</i> <b>vitreo</b> (c.f.) <i>all one word</i> <b>vitro</b> (c.f.) -clarain -di-trina <i>rest one word</i> <b>vivi</b> (c.f.) <i>all one word</i> <b>volley</b> ball #fire <b>volt</b> ammeter -ampere -coulomb meter ohmmeter -second <b>volta</b> (c.f.) <i>all one word</i> <b>vote</b> -casting (u.m.) getter -getting (u.m.) monger <b>vow</b> -bound (u.m.) breaker breaking maker making -pledged (u.m.) <b>volvulo</b> (c.f.) <i>all one word</i>  W -engine -shaped -type W-surface <b>wafer</b> #cutter maker making #sheet work <b>wage</b> beard tail tongue wit <b>wage</b> #earner -earning (u.m.) #scale work worker working <b>wagon</b> -headed (u.m.) load maker making man master smith #train	<b>wagon—con.</b> way wayman work wright yard <b>waist</b> band belt cloth coat coated coating -deep (u.m.) -high (u.m.) line <b>waiting</b> #list #man #period #room #woman <b>walk</b> around (n., u.m.) away (n., u.m.) -on (n., u.m.) out (n., u.m.) over (n., u.m.) up (n., u.m.) way walkie-talkie <b>wall</b> bird board bound eye (n.) eyed flower girt -like -painting (u.m.) paper papering piece plate -sided (u.m.) work <b>walled</b> -in (u.m.) -up (u.m.) <b>war</b> bird book craft #dance -disabled (u.m.) -famed (u.m.) fare head horse (nonliteral) like -made (u.m.) maker making monger mongering mouth (fish) path plane proof ship #song -swept (u.m.) #time (clock) time (duration) -wearied (u.m.) #weariness -weary (u.m.) work worker worn #worthiness worthy <b>ward</b> heeler maid robe room ship #walk	<b>ware</b> house houseman maker making man room <b>warm</b> blooded -clad (u.m.) hearted house (hothouse) up (n., u.m.) warmed-over (u.m.) warpsetter <b>wash</b> basin basket board bowl boy brush cloth -colored (u.m.) day down (n., u.m.) #goods house -in (n., u.m.) land maid man off (n., u.m.) out (n., u.m.) pot rag room #sale shed stand tail (bird) tray trough tub up (n., u.m.) way woman work <b>washed</b> -out (u.m.) -up (u.m.) <b>washer</b> man woman <b>waste</b> basket board box leaf leaf (bookbind- ing) making man paper #pipe #plug proof way weir wood word worker yard <b>watch</b> #bell #bill boat box case #chain cry dog -free (u.m.) glass #hand house keeper maker
---	---	--	--	---



**watch—con.**

making  
man  
mate  
#spring  
tower  
woman  
word  
work  
**water**  
bag  
bailage  
bank  
bearer  
-bearing (u.m.)  
-beaten (u.m.)  
-bind (v.)  
blink  
#blister  
bloom  
board  
#body  
bok  
borne  
#bottle  
bound  
boy  
buck  
chat (bird)  
#closet  
color  
-colored (u.m.)  
-cool (v.)  
-cooled (u.m.)  
#cooler  
course  
craft  
#cure  
doe  
dog  
-drinking (u.m.)  
drop  
fall  
-filled (u.m.)  
finder  
flood  
flow  
fog  
fowl  
-free (u.m.)  
front  
#gage  
gate  
head  
hole  
horse  
house  
-inch  
#jacket  
-laden (u.m.)  
lane  
leaf  
leave  
#level  
line  
-lined (u.m.)  
load  
locked  
log  
logged  
logger  
logging  
#main  
man  
mark  
master  
melon  
meter  
phone  
plane  
plant  
pot  
power  
proof  
proofed  
proofer  
proofing  
quake  
-rot (v.)

**water—con.**

scape  
shed  
shoot  
sick  
side  
skin  
#snake  
-soak (v.)  
-soaked (u.m.)  
-soaking (u.m.)  
-soluble (u.m.)  
spout  
stain  
stained  
#table  
tight  
tightness  
#tower  
#tube  
#wagon  
wall  
#wave  
way  
#wheel  
wise  
work  
worker  
works  
worn  
**watt**  
-hour  
meter  
-second  
**wattle**  
bird  
work  
**wave**  
#antenna  
-cut (u.m.)  
form  
guide  
-lashed (u.m.)  
length  
line  
making  
mark  
meter  
-moist (u.m.)  
-on (n., u.m.)  
off (n., u.m.)  
#rule (printing)  
-swept (u.m.)  
-worn (u.m.)  
**wax**  
bill  
-billed (u.m.)  
bird  
chandler  
cloth  
-coated (u.m.)  
-headed (u.m.)  
hearted  
maker  
making  
man  
#paper  
#stone  
work  
worker  
working  
worm  
-yellow (u.m.)  
**way**  
back (n., u.m.)  
beam  
bill  
book  
#car  
down (n., u.m.)  
farer  
faring  
fellow  
#freight  
going  
house  
laid  
lay  
layer

**way—con.**

laying  
leave  
maker  
man  
mark  
mate  
post  
side  
-sore (u.m.)  
#train  
-up (n., u.m.)  
ward  
-wearied (u.m.)  
-weary (u.m.)  
wise  
worn  
**weak**  
-backed (u.m.)  
brained  
-eyed (u.m.)  
wall  
handed  
headed  
hearted  
-knead (u.m.)  
minded  
mouthed  
#side  
#sister  
**wealth**  
maker  
making  
monger  
-producing (u.m.)  
-proud (u.m.)  
**weapon**  
maker  
making  
proof  
**weasel**  
-faced (u.m.)  
skin  
-worded (u.m.)  
#words  
**weather**  
beaten  
blown  
board  
boarding  
-borne (u.m.)  
bound  
break  
cock  
#eye  
fish  
#gage  
glass  
going  
-hardened (u.m.)  
#house  
maker  
making  
man  
#map  
-marked (u.m.)  
most  
proof  
proofed  
proofing  
-stain (v.)  
strip  
-stripped (u.m.)  
-stripping (u.m.)  
tight  
wise  
worn  
weaveroom  
**web**  
-fingered (u.m.)  
foot  
-footed (u.m.)  
maker  
making  
#press  
work  
**wedge**  
bill  
-billed (u.m.)  
like

**wedge—con.**

-shaped (u.m.)  
wise  
**weed**  
-choked (u.m.)  
-hidden (u.m.)  
hook  
killer  
killing  
**week**  
day  
end  
-ender  
-ending (u.m.)  
long (u.m.)  
-old (u.m.)  
work  
**weigh**  
bridge  
bridgeman  
house  
-in (n., u.m.)  
lock  
man  
master  
out (n., u.m.)  
shaft  
**well**  
-being (n.)  
-beloved (u.m.)  
-born (u.m.)  
-bound (u.m.)  
-bred (u.m.)  
-clad (u.m.)  
curb  
-deserving (u.m.)  
-doer  
-doing (n., u.m.)  
-drained (u.m.)  
-drilling (u.m.)  
#field  
-grown (u.m.)  
head  
-headed (u.m.)  
hole  
house  
-informed (u.m.)  
-known (u.m.)  
-looking (u.m.)  
maker  
making  
man  
-meaner  
-nigh (u.m.)  
-off (u.m.)  
-read (u.m.)  
-set-up (u.m.)  
-settled (u.m.)  
side  
-spoken (u.m.)  
spring  
stead  
-thought-of (u.m.)  
-t h o u g h t - o u t  
(u.m.)  
-to-do (u.m.)  
-wisher  
-wishing (u.m.)  
-worn (u.m.)  
yard  
**welt**  
geist  
politik  
schmerz  
#seam  
welterweight  
-animal  
-ass  
bear  
calf  
folk  
wolf  
**west**  
bound  
-central (u.m.)  
#end  
-faced (u.m.)  
going  
land

**west—con.**

most  
-northwest  
#side  
-sider  
ward  
**wet**  
back  
bird (finch)  
#bulb  
-cheeked (u.m.)  
-clean (v.)  
land (u.m.)  
-nurse (v.)  
pack  
wash  
**whale**  
back  
-backed (u.m.)  
bird  
boat  
bone  
boned  
-built (u.m.)  
head (bird)  
-headed (u.m.)  
like  
man  
-mouthed (u.m.)  
#oil  
ship  
**wharf**  
#boat  
hand  
head  
holder  
land  
man  
master  
owner  
#rat  
side  
worker  
**what**  
abouts (n.)  
ever  
-is-it (n.)  
not (n.)  
soever  
-you-may-call-it  
(n.)  
**wheat**  
bird  
cake  
-colored (u.m.)  
ear  
eared  
-fed (u.m.)  
field  
grower  
land  
#pest  
-rich (u.m.)  
#rust  
stalk  
**wheel**  
band  
barrow  
base  
bird  
box  
chair  
-cut (u.m.)  
going  
horse (nonliteral)  
house  
#load  
-made (u.m.)  
maker  
making  
man  
plate  
power  
race  
road  
#scraper  
smith  
spin  
stitch

**wheel—con.**  
way  
work  
-worn (u.m.)  
wright

**when**  
abouts (n.)  
ever  
-issued (u.m.)  
soever

**whencesoever**

**where**  
abouts  
after  
as  
at  
by  
for  
fore  
from  
in  
insoever  
into  
of  
on  
over  
soever  
through  
to  
under  
upon  
with  
withal  
whenever

**whet**  
#slate  
stone

**they**  
beard  
-bearded (u.m.)  
face  
faced

**which**  
ever  
soever

**whiffletree**

**whip**  
bird  
cord  
crack  
cracker  
craft  
-graft (v.)

**#hand**  
lash  
maker  
making  
man  
-marked (u.m.)  
post  
saw  
sawed  
sawing  
sawyer  
-shaped (u.m.)

**#snake**  
socket  
staff  
stalk  
stall  
stick  
stitch  
stock  
tail  
-tailed (u.m.)  
-tom-kelly (bird)

**whipper**  
-in  
snapper  
tail

**whirl**  
about (n., u.m.)  
blast  
#drill  
pool  
-shaped (u.m.)  
wig  
wind  
whirlybird

**whisk**  
broom  
#tail  
whistlestop

**white**  
back  
bait (fish)  
beard (n.)  
belly  
bill  
bird  
#book (diplomatic)  
cap (n.)  
capper  
coat (n.)  
-collar (u.m.)  
-collared (u.m.)  
comb (n.)  
corn  
#count  
-ear (bird)  
-eared (u.m.)  
-eye (bird)  
-eyed (u.m.)  
face  
-faced (u.m.)  
fish  
#flag  
foot (n.)  
-footed (u.m.)  
#gold  
#goods  
handed  
-hard (u.m.)  
head  
-headed (u.m.)  
#heat  
-hot (u.m.)  
#lead  
#lie  
like  
#line  
minded  
out (u.m., v.)  
pot  
rump (bird)  
#slave  
smith  
stone (mineral)  
tail  
-tailed (u.m.)  
throat (bird)  
-throated (u.m.)  
tip  
top (n.)  
vein  
ware  
wash  
washed  
washer  
washing  
way  
wing

**who**  
ever  
so  
soever

**whole**  
-headed (u.m.)  
hearted

**#hog**  
-hogger  
sale  
saler  
-skinned (u.m.)  
some  
-souled (u.m.)  
-spirited (u.m.)

**#stitch**

**#works**

**whom**  
so  
soever

**whooping #cough**

**wicker**  
ware  
work  
-woven (u.m.)

**wicket**  
keeper  
keeping

**wide**  
-angle (u.m.)  
-awake (u.m.)  
#gag  
-handed (u.m.)  
hearted  
mouthed  
-open (u.m.)  
spread  
-spreading (u.m.)  
work

**widow**  
#bird  
hood  
maker  
man

**width**  
way  
wise

**wife**  
bound  
hood  
killer  
-ridden (u.m.)

**wig**  
maker  
making  
tail  
wag  
wagger

**wild**  
#boar  
cat (n.)  
catter  
-eyed (u.m.)  
fire  
fowl  
-grown (u.m.)  
#land  
life  
#man  
wind  
wood

**will**  
-less  
maker  
making  
-o'-the-wisp  
power  
-strong (u.m.)  
willinghearted

**willow**  
-grown (u.m.)  
like  
-shaded (u.m.)  
ware

**wilt**  
#disease  
-resistant (u.m.)

**wind**  
bag  
bagged  
bagger  
ball  
blown  
borne  
bound  
brace  
bracing  
break  
breaker  
breaking  
broach  
broken  
burn  
catcher  
-chapped (u.m.)  
chill  
clothes  
#cloud  
#cone  
#drift  
fall  
fallen  
fast  
-fertilized (u.m.)

**wind—con.**  
firm  
fish  
flow  
#force  
gall  
-galled (u.m.)  
#gag  
hole  
house  
-hungry (u.m.)  
jammer  
jamming  
lass  
line  
load  
mill  
pipe  
-pollinated (u.m.)  
power  
proof  
#puff  
#pump  
-rode (u.m.)  
row  
screen  
-shaken (u.m.)  
shield  
shock  
side  
sleeve  
sock  
speed  
stop  
storm  
stream  
sucker  
sucking  
sweet  
throw  
tight  
#tunnel  
up (n., u.m.)  
ward  
way  
worn

**winder**  
-on  
#rod  
#slot  
span  
spread  
stub  
-swift (u.m.)  
#tie  
tip  
top  
walker  
wall  
-weary (u.m.)  
wide  
winter  
-beaten (u.m.)  
bound  
-clad (u.m.)  
-fallow (v.)  
-fed (u.m.)  
feed  
#green (color)  
green (plant, etc.)  
#hardiness  
-hardy (u.m.)  
kill  
killed  
killing  
-made (u.m.)  
#oats  
proof  
#rye  
-sown (u.m.)  
tide  
time  
#wheat  
-worn (u.m.)

**wire**  
bar  
bird  
borne  
bound

**wine—con.**  
shop  
skin  
taster  
tester  
vat  
wise

**wing**  
band  
bar  
#bay  
beat  
bolt  
bone  
borne  
bow  
#car  
#case  
#cell  
#chair  
#collar  
cut  
#dam  
#deck  
fish  
#flap  
-footed (u.m.)  
handed  
-heavy (u.m.)  
#jam  
load  
-loading (u.m.)  
-loose (u.m.)  
man  
mate  
#net  
nut  
over (n., u.m.)  
#pad  
piece  
#plov  
power  
#rail  
#sac  
#screw  
seed  
-shaped (u.m.)  
#shell  
-shot (u.m.)  
#slot  
span  
spread  
stub  
-swift (u.m.)  
#tie  
tip  
top  
walker  
wall  
-weary (u.m.)  
wide  
winter  
-beaten (u.m.)  
bound  
-clad (u.m.)  
-fallow (v.)  
-fed (u.m.)  
feed  
#green (color)  
green (plant, etc.)  
#hardiness  
-hardy (u.m.)  
kill  
killed  
killing  
-made (u.m.)  
#oats  
proof  
#rye  
-sown (u.m.)  
tide  
time  
#wheat  
-worn (u.m.)

**wire**  
bar  
bird  
borne  
bound

<b>wire—con.</b>	<b>woe</b>	<b>wood—con.</b>	<b>work—con.</b>	<b>worth</b>
-caged (u.m.)	begone	working	flow	while (n., u.m.)
#cloth	-laden (u.m.)	yard	folk	#while (adv.)
-cut (u.m.)	worn	<b>wooden</b>	#force	whiteness
cutler	<b>wolf</b>	head (n.)	girl	<b>wrap</b>
cutting	-eyed (u.m.)	headed	hand	around (n., u.m.)
dancer	#fish	-hulled (u.m.)	-hardened (u.m.)	-up (n., u.m.)
dancing	hound	ware	horse	<b>wreath</b>
draw (v.)	pack	-weary (u.m.)	-hour (u.m.)	-crowned (u.m.)
drawer	skin	woodsman	house	maker
drawing	<b>woman</b>	<b>wool</b>	housed	making
drawn	folk	#clip	life	work
#edge	hearted	fell	load	<b>wreck</b>
-edged (u.m.)	hood	#flock	man	#buoy
#gage	kind	gatherer	manlike	fish
hair (dog)	like	gathering	manship	-free (u.m.)
-haired (u.m.)	power	grader	master	master
house	womenfolk	grower	#order	<b>wring</b>
less	<b>wonder</b>	growing	out (n., u.m.)	bolt
#line	land	head	pan	staff
maker	-stricken (u.m.)	-laden (u.m.)	paper	<b>wrist</b>
making	strong	-lined (u.m.)	people	band
man	-struck (u.m.)	man	piece	bone
#mark	work	pack	place	drop
photo	worker	packer	power	fall
puller	working	press	room	lock
pulling	worthy	shearer	saving	pin
#rope	<b>wood</b>	shearing	sheet	plate
smith	bark (color)	shears	shoe	watch
spun	bin	shed	shop	work
stitch	bined	skin	-shy (n., u.m.)	<b>write</b>
-stitched (u.m.)	block	sorter	-shyness	back (n., u.m.)
#stitcher	board	sorting	site	-in (n., u.m.)
-stitching (u.m.)	bound	sower	slip	off (n., u.m.)
tail (duck)	box	#stapler	#song	up (n., u.m.)
-tailed (u.m.)	-built (u.m.)	space	stock	<b>writing</b>
tap	-cased (u.m.)	spacing	staple	#desk
tapped	chat (bird)	-stained (u.m.)	stand	#room
tapper	chopper	stone	stream	<b>wrong</b>
tapping	chuck	table	time	doer
walker	cock	time	up (n., u.m.)	doing
walking	craft	ways	-weary (u.m.)	-ended (u.m.)
way	crafter	week	wise	#font
work	cut	woman	woman	headed
worker	cutler	worn	yard	hearted
working	cutting	yard	<b>working</b>	-minded (u.m.)
works	#engraver	#blind (u.m.)	#day	-thinking (u.m.)
worm	#engraving	book	#load	<b>wrought</b>
-wound (u.m.)	fish	bound	man	#iron
<b>wise</b>	grub	builder	#room	-up (u.m.)
acre	hole	building	woman	<b>wry</b>
crack	horse	catcher	<b>world</b>	bill
cracked	house	catching	beater	-billed (u.m.)
cracker	hung (u.m.)	-clad (u.m.)	beating	-faced (u.m.)
cracking	jobber (bird)	#class	-conscious (u.m.)	-looking (u.m.)
head (n.)	land	craft	#consciousness	mouth (fish)
-headed (u.m.)	-lined (u.m.)	craftsman	#line	-mouthed (u.m.)
hearted	lot	-deaf (u.m.)	maker	neck
-spoken (u.m.)	man	jobber	making	-set (u.m.)
wishbone	#nymph	list	#power	tail (bird)
<b>witch</b>	-paneled (u.m.)	maker	proof	<b>X</b>
#burner	#paper	making	quake	-body
craft	pecker	man	-self	-disease
#hazel	pile	manship	-weary (u.m.)	-ray
#hunt	-planing (u.m.)	monger	wise	-virus
#hunter	print	mongering	<b>worm</b>	X-shaped
-hunting (u.m.)	pulp	-perfect (u.m.)	-eaten (u.m.)	xantho (c.f.)
man	ranger	play	-eating (u.m.)	all one word
work	-rip (bird)	seller	#gear	xeno (c.f.)
<b>with</b>	rock	slinger	hole	all one word
draw	#rot	slinging	holed	xero (c.f.)
drawal	shed	smith	proof	all one word
drawer	shop	aday (n., u.m.)	-riddled (u.m.)	xylo (c.f.)
drawing	side	-and-turn (u.m.)	-ripe (u.m.)	all one word
hold	skin	away (n., u.m.)	seed	
holding	stock	bag	shaft	<b>Y</b>
in	stone	basket	#wheel	-chromosome
indoors (adv.)	#stove	bench	wood	-potential
out	#thrush	book	<b>worn</b>	<b>Y</b>
outdoors (adv.)	#tick	box	down (u.m.)	-joint
stand	turner	card	out (u.m.)	-level
<b>wither</b>	-turning (u.m.)	#cure	outness	-shaped
band	wall (bird)	day	worrywart	-track
tip	-walled (u.m.)	-driven (u.m.)		-tube
-wrung (u.m.)	wind (music)	fellow		yachts
<b>within</b>	work			man
-bound (u.m.)	worker			woman
-named (u.m.)				
ward				

<b>Yankee</b>	<b>yellow</b>	<b>yellow—con.</b>	<b>young—con.</b>	<b>zero—con.</b>
-Doodle	back	throat (bird)	-looking (u.m.)	-dimensional (u.m.)
land	-backed (u.m.)	-throated (u.m.)	-manlike	gravity
<b>yard</b>	-bellied (u.m.)	top	-old	#hour
arm	belly	ware	-womanhood	<b>zig</b>
-deep (u.m.)	#berry	<b>yes</b>	<b>youth</b>	zag
-long (u.m.)	bill (bird)	-man	like	zagged
man	-billed (u.m.)	-no	tide	<b>zinc</b>
master	bird	<b>yester</b>	<b>yule</b>	-coated (u.m.)
stick	crown (bird)	day	#log	#etching
-wide (u.m.)	#fever	year	tRie	-white (u.m.)
<b>yaw</b>	fin (fish)	<b>yoke</b>		<b>zoo (c.f.)</b>
meter	fish	fellow		<i>all one word</i>
-sighted (u.m.)	-green (u.m.)	mate	Z-bar	<b>zoologico (c.f.)</b>
<b>year</b>	hammer (bird)	mating	Z-chromosome	<i>all one word</i>
bird	head (bird)	-toed (u.m.)		<b>zygo (c.f.)</b>
book	-headed (u.m.)	wood	<b>zebra</b>	<i>all one word</i>
day	legs (bird)	<b>young</b>	fish	<b>zygomatico (c.f.)</b>
end	#race	eyed (u.m.)	like	-orbital
-hour (u.m.)	rump (bird)	-headed (u.m.)	<b>zero</b>	<i>rest one word</i>
long (u.m.)	tail (fish)	hearted	axial	<b>zymo (c.f.)</b>
-old (u.m.)	-tailed (u.m.)	-ladylike	#beat	<i>all one word</i>
-round (u.m.)				

## 8. PLANT AND INSECT NAMES

### PLANT NAMES AND ADJECTIVE FORMS

8.1. The following list of plant names, some of which vary in form from those given in Webster's Third International Dictionary, has been compiled with the cooperation of the Department of Agriculture. The name of the kinds of agricultural and vegetable crops are given in the "Rules and Regulations Under the Federal Seed Act."

8.2. In general, derivatives of proper names with acquired independent common meaning are not capitalized. (See rule 3.4, p. 23.) However, in plant names, if the capital letter is retained, either the hyphenated or the two-word form is used, depending on predominant usage. Such names as English ivy, Dutchmans-pipe, Cupids-dart, flower-of-Jove, and apple-of-Peru retain the capital letter. On the other hand, such names as Charlie, Jack, and Susan lose their capital letter in fanciful names; e.g., creeping-charlie, jack-in-a-box, and brown-eyed-susan.

8.3. The apostrophe is omitted in names with a possessive element; thus: babysbreath, Grays lily, devils-paintbrush, etc.

8.4. To indicate preferred usage, there are also included adjective forms, such as night-blooming, straight-stem, three-color, two-wing, etc., not by themselves plant names.

8.5. Except as indicated in the list, plant names ending in *bane*, *bark*, *bean*, *berry*, *bine*, *brush*, *cup*, *fern*, *flower*, *grass*, *leaf*, *lily*, *nut*, *pea*, *plant*, *pod*, *root*, *seed*, *thorn*, *tree*, *vine*, *weed*, *wood*, and *wort* are printed solid, unless the preceding word is a proper name which retains its capitalized form. (See rule 8.2.) All such one-word forms were excluded from the list, along with two-word forms listed in Webster's Third.

Aarons-beard	banana-shrub	blackbox	bluelips
addersmouth	Barbados-cherry	black-bryony	bluestar
adderstongue	barstem	blackbud	bluestem
adzuki bean	barnyard #grass	black-calabash	bog-orchid
African-violet	barrenground	black-eyed-susan	bog-rosemary
airpotato	barren-strawberry	blackfoot	bonytip
alfalaria	bastard box	blackgum	bouncing-bet
alpenerec	batterdock	blackhaw	bowbells
Alpine-azalea	baycedar	blackjoint	bowstring-hemp
Amazon-lily	beak-rush	blacklaurel	boxelder
anatto-tree	bearcabbage	black-mangrove	brassbuttons
angel-trumpet	bearmat	blackpurple	Brazilian-cherry
antelope-brush	bears-tail	blackspot	brickred
Apache-plume	beavertail	blackstem	bridal-veil
apple-of-Peru	beebalm	black-salsify	bridalwreath
Arab-primrose	beefsteak-plant	bladder-senna	Brisbane-box
arar-tree	bee-sage	blade-apple	bristletooth
arrow-arum	beggarticks	blazing-star	bronzebells
atamasco-lily	belladonna-lily	bleedingheart	broom-crowberry
Australian-pea	begone-spruce	blistercress	broomrape
autumn-crocus	bigfruit	bloodball	broomsedge
avalanche-lily	bigmoon	blooded	brown-eyed-susan
awl-leaf	bigstem	bloodtwig	Browns (lily, etc.)
	bigtooth	bloodvein	brownstain
	bird-eye bean	blowwives	brownstem
	bird-of-paradise-flower	bluebeard	brush-cherry
	birdpepper	bluebell-creeper	brushtip
	birdseye	bluebells	buskbeard
	birdsfoot	bluebunch	buck-wheat-tree
	birdsnest	bluecrown	buffalo-bur
	bishops-cap	bluecurls	bullfist
	bishops-hood	blueclids	bullfoot
	bittercress	blue-eyed-grass	bullhorn
	bittervetch	blue-eyed-mary	bullnettle
	blackbead	blueflag	bullthistle
	blackberry-lily	bluegreen	

- bunny-mouth  
 burclover  
 bur-marigold  
 burreed  
 bur-sage  
 bur-snakeroot  
 bushclover  
 bush-cranberry  
 bush-honeysuckle  
 bushmint  
 bushpepper  
 bushpoppy  
 butchersbroom  
 butterbough  
 butterfly-pea  
 buttonclover  
 button-snakeroot  
  
 cajuput-tree  
 calabash-tree  
 calaba-tree  
 California-laurel  
 California-nutmeg  
 California-poppy  
 camphor-tree  
 canarybalm  
 candlenut-tree  
 Canterbury-bells  
 canyon-poppy  
 cape-cowslip  
 cape-gooseberry  
 cape-honeysuckle  
 cape-jasmine  
 cape-marigold  
 cape-pondweed  
 cape-weddingflower  
 Carolina-jessamine  
 Carolina-vanilla  
 cassiabark-tree  
 cassiaflower-tree  
 castor-aralia  
 catchfly-gentian  
 catclaw  
 catjang  
 cats-ear  
 catsfoot  
 cattail  
 cavenia  
 celandine-poppy  
 chainfern  
 chalice-vine  
 chaste-tree  
 checker-mallow  
 cherryblossom  
 cherry-laurel  
 cherry-orange  
 cherrystone  
 chickpea  
 Childs (gladiolus, etc.)  
 Chile-ageratum  
 Chile-bells  
 Chile-guava  
 Chile-jasmine  
 Chile-nettle  
 Chiloe (strawberry, etc.)  
 China-aster  
 China-fir  
 China-laurel  
 Chinese-houses  
 Chinese-poppy  
 Christ-eye  
 Christ-thorn  
 Christmas-rose  
 cigar-box-cedar  
 cliffbrake  
 cliffrose  
 cloth-of-gold  
 cloven-lip  
 clubmoss  
 cluster-amaryllis  
 cobblethumb  
 cocaine-tree  
 cockscomb-yam  
 cocks-eggs  
 cocoplum  
 conehead  
 confederate-jasmine  
  
 coontail  
 cootamundra  
 coppertip  
 coralbells  
 coralblow  
 coraldrops  
 corkwing  
 corncockle  
 cornelian-cherry  
 corn-marigold  
 cornsalad  
 cotton-sedge  
 cottonthistle  
 Coventry-bells  
 cowcockle  
 cowparsley  
 cowparsnip  
 cowpea  
 cowslip  
 cowtongue  
 cow-tree  
 cove-wheat  
 cradle-orchid  
 cranberry-gourd  
 cranesbill  
 crape-jasmine  
 crapemyrtle  
 crawfoot  
 creamcups  
 creamfruit  
 creamsting  
 creeping-charlie  
 creeping-devil  
 creeping-jenny  
 Cretan-mullein  
 cricketbat  
 crimson-eye  
 crimson-flag  
 crowfoot  
 crownbeard  
 crown-daisy  
 crown-imperla  
 crown-vetch  
 crowpoison  
 crucifixion-thorn  
 crystal-tea  
 cucumber-root  
 culvers-physic  
 Cupids-dart  
 custard-apple  
 cutcollar  
 cypress-pine  
  
 dallisgrass  
 dames (rocket, etc.)  
 dammarpine  
 dancsblind  
 darkeye  
 darling-plum  
 dateplum  
 dawnrose  
 dayglow  
 deadnettle  
 deathcamas  
 deerhair  
 deerstongue  
 deinoth  
 desertbeauty  
 desertcandle  
 desertholly  
 desertprimrose  
 desert-willow  
 devilsclaw  
 devilsclub  
 devils-paintbrush  
 devils-pincushion  
 devils-shoestring  
 devilstongue  
 devils-walkingstick  
 Diels (cotoneaster, etc.)  
 dimplecone  
 ditchfoot  
 ditch-sunflower  
 dogbrler  
 dogfennel  
 dogtail  
 doublefile  
 doubleflowering  
  
 doubleray  
 doubletooth  
 Douglas-fir  
 dovefoot  
 doveplum  
 dracena  
 dragonhead  
 duckpotato  
 duncecap  
 dusty-miller  
 Dutchmans-breeches  
 Dutchmans-pipe  
 dwarf-dandelion  
  
 eardrops  
 earthgall  
 earthstar  
 earthtongue  
 Easter-bells  
 Eca (rose, etc.)  
 edible-podded #pea  
 clephanthead  
 elkslip  
 epaulette-tree  
 evening-primrose  
 evening-snow  
 evening-star  
 evergold  
 evergreen-grape  
 everlasting  
 eyebalm  
 eyebright  
  
 fairybells  
 fairywand  
 fall-daffodil  
 fall-dandelion  
 false-arborvitae  
 false-azalea  
 false-camomile  
 false-carrot  
 false-dragonhead  
 falseflax  
 false-hellebore  
 false-indigo  
 false-mastic  
 false-mesquite  
 false-olive  
 false-spirea  
 false-tamarix  
 false-yarrow  
 fanscale  
 farewell-to-spring  
 featherfleece  
 featherfoil  
 feather-hyacinth  
 featherpetal  
 feathertop  
 fernbrake  
 fernshaw  
 field #bean  
 fieldcress  
 fieldmadder  
 field #pea  
 figmarigold  
 finetooth  
 firemoss  
 firepink  
 fishhooks  
 fishpoison-tree  
 five-blade  
 five-coil  
 five-finger  
 five-stamen  
 flamboyant-tree  
 flamepoppy  
 flameray  
 flat-sedge  
 floatingheart  
 floptop  
 Florida-boxwood  
 flowerfence  
 flowering-rush  
 flower-of-an-hour  
 flower-of-Jove  
 frogfruit  
 forget-me-not  
  
 four-color  
 four-o'clock  
 four-stamen  
 four-wing  
 foxchop  
 foxfeet  
 foxglove  
 foxtail #grass  
 Franciscan-nightshade  
 fringebell  
 fringe-orchid  
 frogbit  
 frogfoot  
 fullers #teasel  
 fullmoon  
  
 gallwind  
 garambullo  
 garden #bean  
 garden #pea  
 gayfeather  
 gaywings  
 ghostpipe  
 giantfennel  
 giantgroundsel  
 gill-over-the-ground  
 gilledge  
 globe-amaranth  
 globe-cone  
 globedaisy  
 globemallow  
 globethistle  
 globe-tulip  
 glorybower  
 goatsbeard  
 goatsrue  
 goldband  
 goldbeard  
 goldblotch  
 golddust  
 goldedge  
 golden-aster  
 golden-back  
 goldenball  
 goldenbeard  
 goldenbowl  
 goldenchain  
 goldclub  
 golden-eyed-grass  
 goldenfeather  
 goldenfleece  
 goldenglow  
 golden-larch  
 goldenlocks  
 goldenmoon  
 goldenpert  
 goldenplume  
 golden-rain-tree  
 goldenrod  
 goldenseal  
 golden-shower  
 goldenstar  
 goldentop  
 goldentuft  
 goldentwig  
 goldenwave  
 golden-yarrow  
 gold-eye-grass  
 goldfields  
 goldhair  
 Goldie (fern, etc.)  
 goldmoss  
 goldspot  
 goldstripe  
 goldthread  
 goldtip  
 goldtwig  
 goldvein  
 good-King-Henry  
 gooseberry-tree  
 goosefoot  
 goosetongue  
 grains-of-paradise  
 grape-hyacinth  
 grass-pink  
 grasswidow  
 gravel-blind  
 graybox

- Grays (lily, etc.)  
 Greek-valerian  
 greenbrier  
 green-ebony  
 greenfire  
 greenheart  
 green-net  
 greenscale  
 greensides  
 greenstem  
 greenthread  
 greentwig  
 greenvein  
 groundcedar  
 groundcherry  
 ground-ivy  
 groundpine  
 groundsmoke  
 Guiana-chestnut  
 gumbo-limbo  
 gum-myrtle  
 gunbright  
 guttapercha  
  
 hair-grass  
 hairyhead  
 halfhigh  
 halfmoon  
 halfskirt  
 hardbeam  
 hardhack  
 hard-iron  
 hardshell  
 harebell  
 harebottle  
 hares-ear-mustard  
 harestalk  
 hartstongue  
 hawksbeard  
 healbite  
 heartpetal  
 hedgehog-coneflower  
 hedgemustard  
 hedgestraw  
 Hercules-club  
 heronbill  
 Hicks (yew, etc.)  
 Himalaya-berry  
 Himalaya-honeysuckle  
 Hinds (walnut, etc.)  
 hoarycross  
 hogpeanut  
 hogsfennel  
 hollowstem  
 hollyaster  
 hollygrape  
 honeybell  
 honeybind  
 honeybloom  
 honeylocust  
 honeysuckle  
 hophornbeam  
 hopsage  
 hornpoppy  
 horsebalm  
 horsechestnut  
 horse-eye  
 horsegentian  
 horsemint  
 horse-nettle  
 horse-pipe  
 horseradish  
 horseradish-tree  
 horsetail  
 horsetail-tree  
 houndstongue  
 house-amaryllis  
 houseleek  
 hummingbird-trumpet  
 hyacinth-bean  
 hydrangea-vine  
  
 incense-cedar  
 India-almond  
 India-elm  
 India-hawthorn  
 India-mulberry  
  
 Indian-fig  
 Indian-physic  
 Indian-pipe  
 Indian-potato  
 Indian-tobacco  
 Indian-warrior  
 Indian-wheat  
 ivory-leaves  
 ivy-arum  
 ivybells  
 ivy-gourd  
 ivy-vine  
  
 jaburan  
 jackfrost  
 jackfruit  
 Jacobs-rod  
 jambolan-plum  
 Jersey-tea  
 Jerusalem-artichoke  
 Jerusalem-cherry  
 Jerusalem-oak  
 Jerusalem-sage  
 Jerusalem-thorn  
 jobs-tears  
 joe-pye-weed  
 jointfir  
 jointvetch  
 Josephs-coat  
 Joshua-tree  
 Judas-tree  
 jungle-plum  
 jungle-rice  
 Jupiters-beard  
  
 kafircorn  
 karanda  
 Kartaba (iris, etc.)  
 kasumi (cherry, etc.)  
 kasura-tree  
 kauri-pine  
 kei-apple  
 kidney bean  
 kidneyvetch  
 kittentails  
 kohlrabi  
 kolomikta  
 kousa  
 kudzu  
 kwanso (daylily, etc.)  
 kyushu (azalea, etc.)  
  
 Labrador-tea  
 lacquer-tree  
 ladies-tresses  
 ladybell  
 ladyslipper  
 ladysmantle  
 ladysthumb  
 lambsquarters  
 lap-lova  
 largetooth  
 lavender-cotton  
 leaf-flower  
 lemon-verbena  
 lignumvitae  
 lilybasket  
 lily-of-the-valley  
 lions-ear  
 little-pickles  
 live-ever  
 liveforever  
 liver-balsam  
 living-rock  
 lizardtail  
 loblolly-bay  
 loggerheads  
 London-pride  
 longbarb  
 longcluster  
 longlip  
 long-spine  
 long-stalk  
 Longs (grape, etc.)  
 longtube  
 lookingglass  
 loveman  
  
 Madden-cherry  
 Madeira-bay  
 Madeira-vine  
 Magdalena (mock  
 orange, etc.)  
 mahala-mats  
 maidencane  
 maidenhair-tree  
 Malabar-nut  
 Malabar-plum  
 Malay-apple  
 malu-creper  
 mame (cherry, etc.)  
 mandacaru  
 Mangles (everlasting,  
 etc.)  
 marestalk  
 Mardin (iris, etc.)  
 Maries (fir, etc.)  
 marshress  
 marsh-elder  
 marshfire  
 marshmallow  
 marshmarigold  
 Martens (selaginella,  
 etc.)  
 Mascarene (grass, etc.)  
 matilija-poppy  
 Matreod  
 matrimony-vine  
 mayapple  
 maybloom  
 maypear  
 Mays (brake, etc.)  
 meadowbeauty  
 meadowfoam  
 meadowtrue  
 mealyrat  
 Meiwa (kumquat, etc.)  
 merrybells  
 Mexican-buckeye  
 Mexican-clover  
 Mexican-orange  
 Mexican-star  
 Mexican-tea  
 Michaelmas-daisy  
 milkthistle  
 milkvetch  
 mistmaiden  
 miyama  
 mock-cucumber  
 mockorange  
 mock-strawberry  
 Molucca-balm  
 momi  
 monkeycomb  
 monkeypuzzle  
 monks-hood-vine  
 monreale  
 Moores (agapanthus,  
 etc.)  
 moosetongue  
 morning-glory  
 moso  
 mosquitotrap  
 moss #rose  
 moth #bean  
 moth-orchid  
 mountain-ash  
 mountain-bluet  
 mountain-dandelion  
 mountain-heath  
 mountain-holly  
 mountain-laurel  
 mountain-lilac  
 mountain-mahogany  
 mountain-mint  
 mouse-ear  
 mouselet  
 Moyes (rose, etc.)  
 mudbank  
 mullein  
 mung #bean  
 mundi-root  
 Mupin (cotoneaster,  
 etc.)  
 muskphlox  
 myrtle-of-the-river  
  
 Narbonne (flax, etc.)  
 narihira  
 Natal-ebony  
 navy #bean  
 needle-and-thread  
 needlerush  
 netvein  
 nightblooming  
 nightjasmine  
 nightphlox  
 nimblewill  
 ningala  
 Nippon-bells  
 nodfruit  
 nosesmart  
  
 ocean-spray  
 Oconee-bells  
 oldman (fern, etc.)  
 one-spike  
 orange-eye  
 orange-jasmine  
 orange-rose  
 organpipe  
 orobus  
 Osage-orange  
 otaksa  
 owllover  
 oxe-eye-daisy  
  
 painted-cup  
 palma #dulce  
 paloblanco  
 pansy-orchid  
 paper-mulberry  
 paradise-tree  
 parrotleather  
 Parsons (arborvitae, etc.)  
 partridgefoot  
 pawpaw  
 pear-hip  
 pearfruit  
 pearl-stripe  
 peashrub  
 peatpink  
 pea-tree  
 pennyrot  
 pheasanteye  
 pinebarren  
 pinemat  
 pinkbells  
 pink-edge  
 pinkscale  
 pink-shell  
 pinkshower  
 pink-star  
 pinkstem  
 pinkstripe  
 pinkwax  
 pinpillow  
 pinpoint  
 pinxterbloom  
 plumepoppy  
 plum-pine  
 poets (narcissus, etc.)  
 pointvetch  
 poison-hemlock  
 poison-ivy  
 poison-oak  
 poison-sumac  
 poisonvetch  
 pond-apple  
 pondcypress  
 ponyfoot  
 poor-robins-plantain  
 popglove  
 poppy-mallow  
 Portugal-laurel  
 possumhaw  
 Potts (tritonia, etc.)  
 prairie-clover  
 prairie-gentian  
 prairie-mallow  
 prairie-smoke  
 pricklepoppo  
 prickly-ash  
 pricklypear

- prickly-thrift  
 pricktimber  
 pride-of-Madeira  
 primrose-willow  
 princesfeather  
 princesplume  
 princess-pine  
 puckneedle  
 purplebell  
 purplecane  
 purplecone  
 purple-eye  
 purple-lady  
 purplenet  
 purple-spot  
 purplestem  
 purple-stripe  
 purplewreath  
 pussy-ears  
 pussypaws  
 pussytoes
- quakerladies  
 Queen-Annes-lace  
 queen-of-the-night  
 Queensland-nut  
 quill-leaf
- rabbitear  
 rabbitfoot  
 rabbittail  
 ragged-robin  
 ramsherd  
 Rangoon-creeper  
 rattlesnake-plantain  
 rattlesnake-root  
 redbay  
 redbead  
 redbox  
 redecider  
 red-devil  
 redfresh  
 redflowering  
 redhelmet  
 redmajds  
 red-osier  
 redpepper  
 redrim  
 redscale  
 redshanks  
 redshoot  
 redspot  
 redspray  
 redspur  
 redstem  
 redtip  
 redtwig  
 redwool  
**red-white-and-blue-**  
**flower**  
 Reeves (spirea, etc.)  
 rice bean  
 ricepaper-plant  
 Rivers (beech, etc.)  
 rockbeauty  
 rockbrake  
 rockcross  
 rockjasmine  
 rockmat  
 rockpurslane  
 rockspirea  
 rockspray  
 rosa-montana  
 rosarypea  
 rose-acacia  
 rosegay  
 rose-gentian  
 rosemallow  
 rosemyrtil  
 rose-of-heaven  
 rose-of-Jericho  
 rosepink  
 rose-ring  
 roundbud
- round-eared  
 roundheart  
 roundlobe  
 roundtop  
 runningpine  
 Russian-olive  
 Russian-thistle
- sacred-lily  
 saffron-plum  
 sagerose  
 St. Augustine (grass,  
 etc.)  
 St.-Bernards-lily  
 St.-Brunos-lily  
 St.-James-lily  
 St. Johns (coontie, etc.)  
 St. Johns-wort  
 salad-rocket  
 saltcedar  
 saltmarsh  
 saltmeadow  
 salt-tree  
 sandheath  
 sandmint  
 sandmyrtle  
 sandreed  
 sandverbena  
 sappan  
 sapsuck-bush  
 satinpoppy  
 saw-palmetto  
 sawpelt  
 scarboro-lily  
 scarlet-bugler  
 scarletfunnel  
 scarletplume  
 scorpion-senna  
 Scotch-broom  
 scouring-rush  
 screwpine  
 scurf-pea  
 sea-buckthorn  
 seagrape  
 seaholly  
 seakale  
 sea-lavender  
 seamoss  
 sea-onion  
 seaplum  
 sea-urchin  
 seawife  
 selfheal  
 Seneca-snakeroot  
 senna-pea  
 sensitive-pea  
 seven-lobe  
 seven-stars  
 seven-year-apple  
 shadescale  
 sharp-lobe  
 sharpscale  
 shell #bean  
 shepherds-purse  
 shooting-star  
 shortbeak  
 shortcluster  
 short-hair  
 short-spine  
 shrub-althea  
 sidebells  
 side-oats  
 silk-oak  
 silktassel  
 silktassel-bush  
 silverbell  
 silverdust  
 silver-edge  
 silverline  
 silvermargin  
 silvernerve  
 silverplume  
 silverpurple  
 silverstar  
 silvervein
- singhara-nut  
 six-weeks  
 skunkcabbage  
 skylblue  
 skydrop  
 Smalls (penstemon, etc.)  
 snailclover  
 snakebeard  
 snakegourd  
 snakepipe  
 snap #bean  
 snowcloud  
 snowgarland  
 snowhill  
 snowpoppy  
 snow-wreath  
 soapbloom  
 Solomon-plume  
 Solomons-seal  
 sourclover  
 southernplume  
 sowthistle  
 Spanish-bayonet  
 Spanish-dagger  
 Spanish-moss  
 Spanish-needles  
 spectacle-pod  
 speedwell  
 spider-orchid  
 spiderweb  
 spikeheath  
 spikerush  
 spike-sedge  
 spine-date  
 spinemallow  
 spirea  
 spongegourd  
 springbeauty  
 spurgall  
 spurge-nettle  
 spurge-olive  
 spur-valerian  
 squaw-apple  
 squawcarpet  
 squirrelcorn  
 squirting-cucumber  
 star-apple  
 star-bur  
 star-gooseberry  
 starjasmine  
 star-thistle  
 stiffstem  
 stinging-nettle  
 stinkbell  
 stonebreak  
 stonegall  
 stonemint  
 straightstem  
 strawberry-blite  
 strawberry-tree  
 string #bean  
 sugar-apple  
 sugar #beet  
 sugarbird  
 sugar #pea  
 sugar-root  
 summer-cypress  
 summer-fir  
 summer-hyacinth  
 summersweet  
 sunn-hemp  
 sunray  
 Surinam-cherry  
 swampbay  
 swampcandle  
 swamp-laurel  
 swamp-pink  
 swamp-privet  
 swan-orchid  
 sweet-anise  
 sweetbay  
 sweet-calabash  
 sweetclover  
 sweetflag  
 sweetgale  
 sweetgum
- sweetpotato  
 sweetshrub  
 sweetspire  
 sweet-sultan  
 sweetvetch  
 sweetwater  
 sweet-william  
 Syrian-privet
- tailgrape  
 tangletail  
 tanoak  
 tansymustard  
 tansy-ragwort  
 tea-olive  
 Teas (catalpa, etc.)  
 teaselgourd  
 tea-tree  
 telegraph-plant  
 Tennessee-indigo  
 tefary #bean  
 Texas-plume  
 thickspike  
 thintail  
 thornapple  
 thoroughgrowth  
 threadstalk  
 three-coil  
 three-color  
 three-lobe  
 three-seed  
 three-spine  
 three-tip  
 throughgrow  
 tickclover  
 tick-trefoil  
 tidemارش  
 tigerfoot  
 tigertail  
 tipu-tree  
 tonka-bean  
 toring  
 towelgourd  
 trailing-arbutus  
 travelers-joy  
 travelers-tree  
 treacle-mustard  
 treebeard  
 treehair  
 treemallow  
 treepoppy  
 tree-spirea  
 tree-tomato  
 true-dwarf (box)  
 trumpetreeper  
 tumblemustard  
 tung-oil tree  
 turbantop  
 turkeymullein  
 turkeysbeard  
 Turks-cap  
 Turks-rug  
 turnip-chervil  
 twinbloom  
 twist-arum  
 twocolor  
 two-groove  
 two-row  
 two-wing
- umbrella-pine  
 umbrellasedge  
 umbrellatree  
 undergreen  
 urd #bean
- valley-mahogany  
 Vanhoutte (elm, etc.)  
 vegetable-oyster  
 Venus-button  
 vi-apple  
 vinespinach  
 Virginia-creeper  
 virgins-bower



wakerobin	water-stargrass	winter-aconite	yellowband
walkingstick	waterwillow	wintercress	yellowbeard
wallcress	waxgourd	winterfat	yellowbell
wandering-Jew	waxmyrtle	winterhazel	yellow-cedar
waterchestnut	wayfaring-tree	wintersweet	yellowcress
watercreeper	weakleaf	wirelettuce	yellow-edge
water-elm	weavers-broom	wirestem	yelloweye
waterhemlock	wedgescale	witchbells	yellow-eyed-grass
waterhemp	Welsh-poppy	witch-hazel	yellowflag
water-hyacinth	whisperingbells	wolftail	yellowflax
waterhyssop	whitebud	woodbetony	yellowfruit
waterlemon	white-cedar	wood-gossip	yellowheart
waterlettuce	white-edge	woodland-star	yellownet
waterlocust	white-eye	woodnymph	yellow-oleander
watermarigold	white-ironwood	woodrush	yellow-poplar
watermilfoil	whitemat	Woods (rose, etc.)	yellow-rocket
waterparsnip	white-sapote	woodsorrel	yellowspot
waterpepper	whitespike	woodwaxen	yellowstripe
waterplantain	whitespot	woollybutt	yellowtip
waterpoppy	whitestem	woollyhead	yellowvein
waterprimrose	whitestripe	woolwitch	yellow-vetch
watershield	wildcelery	woundwort	yerba-buena
watershrub	wildgoose		yerba-del-venado
water-snowflake	wild-inchigo	yate-tree	yerba-santa
watersoldier	wildrice	Yeddo-hawthorn	Youngs (cypress, etc.)
waterstar	wingstem		

## INSECT NAMES

8.6. The following list of insect names is taken from the list of names approved by the Entomological Society of America and serves as a guide to compounding for these specialized terms.

8.7. Except as indicated in the list, names ending in *bug*, *fly*, *hopper*, *roach*, and *worm* are set solid; names with a final element of *ant*, *aphid*, *beetle*, *borer*, *caterpillar*, *louse*, *maggot*, *midge*, *miner*, *mite*, *mosquito*, *moth*, *roller*, *scale*, *thrips*, *tick*, and *weevil* are set as two words.

achemon sphinx	cabbage curculio	dog flea	grape leaf skeletonizer
African mole cricket	cabbage looper	Douglas-fir engraver	grape phylloxera
alfalfa looper	cabbage seedstalk cur- culio	dusky stink bug	grape seed chalcid
alfalfa plant bug	cadelle		grapevine looper
angular-winged katydid	California pear-slug	eastern subterranean termite	grasshopper bee fly
apple and thorn skele- tonizer	California prionus	eggplant lace bug	great ash sphinx
apple curculio	California tortoise-shell	eight-spotted forester	greenhouse leaf tier
apple leaf skeletonizer	caragana plant bug	elm calligrapha	greenhouse orthea cricket
apple red bug	Carolina mantid	elm casebearer	green meadow locust
apple seed chalcid	carpenter bee	elm cockscomb aphid gall	green rose chafer
apple sucker	carrot rust fly	elm lace bug	green stink bug
Argentine ant	catapla sphinx	elm sphinx	
Arizona cotton stainer	cat flea	eupatorium gall fly	hackberry engraver
ash plant bug	celery leaf tier	European chafer	hackberry lace bug
azalea lace bug	celery looper	European chicken flea	hackberry nipple gall maker
	chain-spotted geometer	European earwig	hairy chinch bug
bald-faced hornet	changa	European fruit leca- nium	harlequin bug
balsam-fir sawyer	cheese skipper	European mantid	hawthorn lace bug
banded woollybear	cherry casebearer		hellgramite
basswood lace bug	cherry fruit fly	false chinch bug	hemlock looper
basswood leaf roller	chigger	false stable fly	hessian fly
bean leaf skeletonizer	chigoe	field cricket	hickory horned devil
bed bug	chinch bug	fiery hunter	hickory plant bug
beech scale	Chinese mantid	fig wasp	hollyhock plant bug
birch casebearer	chrysanthemum lace bug	filament bearer	honey bee
birch skeletonizer	cigar casebearer	firebrat	hop looper
birch tube maker	Clear Lake gnat	fir engraver	hop plant bug
black blow fly	clouded sulphur	forage looper	horned passalus
black cherry fruit fly	clover looper	fork-tailed bush katy- did	horned squash bug
black-horned tree cricket	clover root curculio	Formosan subterranean termite	horn fly
black horse fly	clover seed chalcid	four-lined plant bug	horse bot fly
black swallowtail	cluster fly	four-spotted tree cricket	house centipede
black widow spider	cochineal insect	frit fly	house cricket
bloodsucking conenose	common cattle grub		house fly
blue horntail	conchuela	garden springtail	human bot fly
book louse	cotton lace bug	garden symphyan	human flea
boxelder bug	cotton leaf perforator	giant hornet	
boxelder psyllid	cotton stainer	giant water bug	Japanese broad-winged katydid
boxwood psyllid	coulee cricket	golden-eye lacewing	Jerusalem cricket
bristly rose-slug	cowpea curculio	grape cane gall maker	
broad-winged katydid	cranberry girdler	grape colaspis	khapra beetle
brown-banded roach	currant fruit fly	grape curculio	
brown stink bug	currant stem girdler	grape leaf folder	lantana gall fly
bumelia fruit fly			lantana lace bug

- lantana seed fly  
larch casebearer  
large aspen tortrix  
large milkweed bug  
latrine fly  
leaf crumpler  
leaf-footed bug  
lesser bulb fly  
linden looper  
little house fly  
Madeira roach  
maple leaf cutter  
maple petiole borer  
maple trumpet skeletonizer  
masked hunter  
meadow plant bug  
Mediterranean fruit fly  
melon fly  
Mexican fruit fly  
Mormon cricket  
mossy rose gall  
narcissus bulb fly  
narrow-winged mantid  
negro bug  
northeastern sawyer  
northern cattle grub  
northern masked chafer  
northern mole cricket  
northern rat flea  
nose bot fly  
oak lace bug  
oak skeletonizer  
olive fruit fly  
omnivorous leaf tier  
one-spot stink bug  
onion plant bug  
orange-dog  
orange tortrix  
Oregon fir sawyer  
oriental fruit fly  
oriental house fly  
oriental rat flea  
painted beauty  
pear-slug  
palm leaf skeletonizer  
papaya fruit fly  
pea leaf miner  
pear plant bug  
pear psylla  
pear-slug  
pecan cigar casebearer  
pecan leaf casebearer  
pecan leaf phylloxera  
pecan nut casebearer  
pecan phylloxera  
periodical cicada  
persimmon psylla  
phlox plant bug  
pigeon fly  
pigeon tremex  
pine chafer  
pine engraver  
pipevine swallowtail  
pistol casebearer  
plum curculio  
plum gouger  
poplar tent maker  
potato psyllid  
potato scab gnat  
poultry bug  
pyramid ant  
quince curculio  
ragweed plant bug  
range crane fly  
rapid plant bug  
red-admiral  
resplendent shield bearer  
rhododendron lace bug  
rhubarb curculio  
rice stink bug  
ring-legged earwig  
rose chafer  
rose curculio  
rose root wasp gall  
rose-slug  
rose stem girdler  
saddled prominent  
sagebrush defoliator  
Say stink bug  
screw-worm  
secondary screw-worm  
sheep bot fly  
sheep ked  
silverfish  
silver-spotted skipper  
small milkweed bug  
snowy tree cricket  
southern buffalo gnat  
southern green stink bug  
southern masked chafer  
southern mole cricket  
southern pine sawyer  
Spanish-fly  
spice-bush swallowtail  
spined soldier bug  
spotted garden slug  
spotted Mediterranean  
cockroach  
spotted pine sawyer  
spotted-wing antlion  
squash bug  
stable fly  
sticktight flea  
striped horse fly  
Surinam cockroach  
swallow bug  
sycamore lace bug  
tarnished plant bug  
three-cornered alfalfa hopper  
throat bot fly  
tiger swallowtail  
tile-horned prionus  
toad bug  
tomato psyllid  
turkey gnat  
twig girdler  
twig pruner  
two-spotted stink bug  
two-striped walkingstick  
vagabond crambus  
vedalia  
vetch bruchid  
viceroy  
Virginia-creeper sphinx  
walkingstick  
walnut husk fly  
walnut sphinx  
waterlily leaf cutter  
western chicken flea  
western chinch bug  
western grape leaf skeletonizer  
western hemlock looper  
western oak looper  
West Indian fruit fly  
wheat straw-worm  
wheel bug  
white-lined sphinx  
white-spotted sawyer  
yellow woollybear  
yucca plant bug  
zebra caterpillar

## 9. PUNCTUATION

**9.1.** Punctuation is a device to clarify the meaning of written or printed language. Well-planned word order requires a minimum of punctuation. The trend toward less punctuation calls for skillful phrasing to avoid ambiguity and to insure exact interpretation. The MANUAL can only offer general rules of text treatment. A rigid design or pattern of punctuation cannot be laid down, except in broad terms. The adopted style, however, must be consistent and be based on sentence structure.

**9.2.** The general principles governing the use of punctuation are (1) that if it does not clarify the text it should be omitted, and (2) that in the choice and placing of punctuation marks the sole aim should be to bring out more clearly the author's thought. Punctuation should aid in reading and prevent misreading.

### Apostrophe

(See "Possessives and apostrophes," pp. 70-71.)

### Brace

**9.3.** The brace is used to show the relation of one line or group of lines to another group of lines. The point of the brace is placed toward the fewer number of lines; or if the number of lines is the same, toward the single group. For examples of braces used in tabular matter, see rule 14.35, page 187.

Supervision of timber sales.	{	1-hour jobs	{	District 1	} 1½ hours' travel-----	} Sales conducted monthly from May to July.
		2-hour jobs	District 7			
			District 6			
		3-hour jobs	District 4	1 hour's travel-----		
District 2	District 3		2 hours' travel-----			
			{	District 5		

### Brackets

*Brackets, in pairs, are used—*

**9.4.** To indicate a correction, a supplied omission, an interpolation, a comment, or a caution that an error is reproduced literally. (For use of parentheses, see rule 9.80, p. 144.)

He came on the 3d [2d] of July.

Our conference [lasted] 2 hours.

The general [Washington] ordered him to leave.

The paper was as follows [reads]:

I do not know. [Continues reading:]

[Chorus of "Mr. Chairman."]

They fooled only themselves. [Laughter.]

Our party will always serve the people [applause] in spite of the opposition [loud applause]. (If more than one bracketed interpolation, both are included within the sentence.)

The WITNESS. He did it that way [indicating].

Q. Do you know these men [handing witness a list]?

The bill had *not* been paid. [Italic added.] or [Emphasis added.]

The statue [sic] was on the statute books.

The WITNESS. This matter is classified. [Deleted.]

[Deleted.]

Mr. JONES. Hold up your hands. [Show of hands.]

Answer [after examining list]. Yes; I do.

Q. [Continuing.]

A. [Reads:]

A. [Interrupting.]

- 9.5. In bills, contracts, etc., to indicate matter that is to be omitted.
- 9.6. In mathematics, to denote that enclosed matter is to be treated as a unit. (For examples, see p. 178.)
- 9.7. A single bracket may be used to indicate matter overrun into an adjoining blank space.

[of all.]

Till one man's weakness grows the strength

Argentina: [710]

Wireless, regulations of— 93, 682, 703,

- 9.8. When matter in brackets makes more than one paragraph, start each paragraph with a bracket and place the closing bracket at end of last paragraph.

## Colon

*The colon is used—*

- 9.9. Before a final clause that extends or amplifies preceding matter. (See also rule 9.49, p. 142.)

Give up conveniences; do not demand special privileges; do not stop work: these are necessary while we are at war.

Railroading is not a variety of outdoor sport: it is service.

- 9.10. To introduce formally any matter which forms a complete sentence, question, or quotation.

The following question came up for discussion: What policy should be adopted?

He said: [if direct quotation of more than a few words follows]. (See also rule 9.49, p. 142.)

There are three factors, as follows: First, military preparation; second, industrial mobilization; and third, manpower.

- 9.11. After a salutation.

MY DEAR SIR:

*Ladies and Gentlemen:*

*To Whom It May Concern:*

- 9.12. In expressing clock time.

2:40 p.m. (use thin colon; if not available, do not use thin space on right of colon)

- 9.13. After introductory lines in lists, tables, and leaderwork, if subentries follow.

Seward Peninsula:

Council district:

Northern Light Mining Co.

Wild Goose Trading Co.

Fairhaven district: Alaska Dredging Association (single subitem runs in).

Seward Peninsula: Council district (single subitem runs in):

Northern Light Mining Co.

Wild Goose Trading Co.

- 9.14. In Biblical and other citations (full space after colon).

Luke 4: 3.

I Corinthians xiii: 13.

Journal of Education 3: 342-358.

- 9.15. In bibliographic references, between place of publication and name of publisher.

Congressional Directory. Washington: U.S. Government Printing Office.

- 9.16. To separate book titles and subtitles.

Financial Aid for College Students: Graduate

Germany Revisited: Education in the Federal Republic

9.17. In imprints before the year (en space each side of colon).

U.S. Government Printing Office  
Washington : 1966

9.18. In proportions.

Concrete mixed 5:3:1 (use 9-unit center colons)  
*but* 5-2-1 (when so in copy)

9.19. In double colon as ratio sign.

1:2::3:6 (use 9-unit center colon for single colons; thin colons to make double colon, with thin space each side of double colon)

## Comma

*The comma is used—*

9.20. To separate two words or figures that might otherwise be misunderstood.

Instead of hundreds, thousands came.

Instead of 20, 50 came.

February 10, 1929.

In 1930, 400 men were dismissed.

To John, Smith was very kind.

What the difficulty is, is not known; *but* he suggested that that committee be appointed.

9.21. Before a direct quotation of only a few words following an introductory phrase. (See also rule 9.10, p. 138.)

He said, "Now or never."

9.22. To indicate the omission of a word or words.

Then we had much; now, nothing

9.23. After each of a series of coordinate qualifying words:

short, swift streams; *but* short tributary streams

9.24. Between introductory modifying phrase and subject modified.

Beset by the enemy, they retreated.

9.25. Before and after *Jr.*, *Sr.*, *Esq.*, *Ph. D.*, *F.R.S.*, etc., within a sentence.

Henry Smith, Jr., chairman  
Peter Johns, F.R.S., London  
Washington, D.C., schools  
Motorola, Inc., factory

Brown, A. H., Jr. (*not* Brown, Jr.,  
A. H.)  
*but* John Smith 2d (*or* II); Smith, John, II  
Mr. Smith, Junior, also spoke (where  
only last name is used)

9.26. To set off parenthetical words, phrases, or clauses.

Mr. Jefferson, who was then Secretary of State, favored the location of the National Capital at Washington.

It must be remembered, however, that the Government had no guarantee.

It is obvious, therefore, that this office cannot function.

The atom bomb, which was developed at the Manhattan project, was first used in World War II.

Their high morale might, he suggested, have caused them to put success of the team above the reputation of the college.

The restriction is laid down in title IX, chapter 8, section 15, of the code.

*but:*

The man who fell [restrictive clause] broke his back.

The dam which gave way [restrictive clause] was poorly constructed.

He therefore gave up the search.

**9.27. To set off words or phrases in apposition or in contrast.**

Mr. Green, the lawyer, spoke for the defense.  
 Mr. Jones, attorney for the plaintiff, signed the petition.  
 Mr. Smith, not Mr. Black, was elected.  
 James Roosevelt, Democrat, of California.

**9.28. After each member within a series of three or more words, phrases, letters, or figures used with *and*, *or*, or *nor*.**

red, white, and blue  
 horses, mules, and cattle; *but* horses and mules and cattle  
 by the bolt, by the yard, or in remnants  
 a, b, and c  
 six, seven, and 10  
 neither snow, rain, nor heat  
 2 days, 3 hours, and 4 minutes (series); *but* 2 days 3 hours 4 minutes (age)

**9.29. Before the conjunction in a compound sentence with an independent clause.**

Fish, mollusks, and crustaceans were plentiful in the lakes, and turtles frequented the shores.  
 The boy went home alone, and his sister remained with the crowd.

**9.30. After a noun or phrase in direct address.**

Senator, will the measure be defeated?  
 Mr. Chairman, I will reply to the gentleman later.

**9.31. After an interrogative clause, followed by a direct question.**

You are sure, are you not?      You will go, will you not?

**9.32. Between title of person and name of organization in the absence of the words *of* or *of the*. (See also rule 9.45, p. 141.)**

Chief, Division of Finance  
 chairman, Committee on Appropriations  
 colonel, 7th Cavalry  
 president, Yale University

**9.33. Inside closing quotation mark. (This is not intended to change existing practice in bills and other legislative work.) (See also rules 9.130-9.131, p. 150.)**

He said "four," not "five."  
 "Freedom is an inherent right," he insisted.  
 Items marked "A," "B," and "C," inclusive, were listed.

**9.34. To separate thousands, millions, etc., in numbers of four or more digits. (See also rule 9.39, p. 141.)**

4,230      50,491      1,000,000

**9.35. After year in complete dates within sentence.**

The reported dates of September 11, 1943, to June 12, 1944, were proved erroneous; *but* production for June 1950 was normal.

***The comma is omitted—*****9.36. Before ZIP (zone improvement plan) postal-delivery number.**

Government Printing Office, Washington, D.C. 20401  
 Washington, D.C. 20401, is the \* \* \*

For single lines, see rule 17.1, p. 221.

**9.37. Between month and year in dates.**

June 1938; 22d of May 1938; February and March 1938; January, February, and March 1938; January 24 A.D. 1938; 15th of June A.D. 1938; 150 B.C.; Labor Day 1966; Easter Sunday 1966; 5 January 1944 (military usage)

**9.38. Between the name and number of an organization.**

Columbia Typographical Union No. 101  
General U. S. Grant Post No. 25

**9.39. In built-up fractions, in decimals, and in serial numbers, except patent numbers.**

$\frac{1}{2500}$   
1.0947

page 2632

Metropolitan 5-9020 (telephone number)

1721-1727 St. Clair Avenue

Executive Order 11242

motor No. 189463

1450 kilocycles; 1100 meters (no comma unless more than four figures radio only)

**9.40. Between superior figures or letters in footnote references.**

Numerous instances may be cited.<sup>1 2</sup>

Data are based on October production.<sup>a b</sup>

**9.41. Between two nouns one of which identifies the other.**

The Children's Bureau's booklet "Infant Care" is a bestseller.

**9.42. Before ampersand (&). (For exception, see rule 16.32, p. 219.)**

Brown, Wilson & Co.

Mine, Mill & Smelter Workers

**9.43. Before a dash.****9.44. In bibliographies, between name of publication and volume or similar number.**

American Library Association Bulletin 34: 238, April 1940.

**9.45. Wherever possible without danger of ambiguity.**

\$2 gold

\$2.50 U.S. currency

\$3.50 Mexican

Executive Order No. 21

General Order No. 12; *but* General Orders, No. 12

Public Law 85-1

My age is 30 years 6 months 12 days

John Lewis 2d (*or* II)

Martin of Alabama; Martin of Massachusetts; *but* Robert F. Kennedy, of New York; Kennedy of Massachusetts (duplicate names of Senators or Representatives in U.S. Congress)

Carroll of Carrollton; Henry of Navarre (places closely identified with the persons); *but* John Anstruther, of New York; President Hadley, of Yale University

James Bros. et al.; *but* James Bros., Nelson Co., et al. (last element of series)

**Dash**

*The em dash is used—*

**9.46. To mark a sudden break or abrupt change in thought. (See also rule 9.81, p. 145.)**

He said—and no one contradicted him—"The battle is lost."

If the bill should pass—which God forbid!—the service will be wrecked.

The auditor—shall we call him a knave or a fool?—approved an inaccurate statement.

9.47. To indicate an interruption or an unfinished word or sentence. A 2-em dash will be used when the interruption is by a person other than the speaker and a 1-em dash will show self-interruption. (Note that extracts must begin with a true paragraph. Following extracts, 10 point must start as a paragraph, as example shown.)

"Such an idea can scarcely be——"  
 "The word 'donation'——"  
 "The word 'dona——'"  
 He said: "Give me lib——"  
 The bill reads "repeal," not "am——"  
 Q. Did you see——A. No, sir.

Mr. BROWN (reading):  
 The report goes on to say that—  
 Observe this closely—  
 during the fiscal year \* \* \*.

9.48. Instead of commas or parentheses, if the meaning may thus be clarified.

These are shore deposits—gravel, sand, and clay—but marine sediments underlie them.

9.49. Before a final clause that summarizes a series of ideas. (See also rule 9.9, p. 138.)

Freedom of speech, freedom of worship, freedom from want, freedom from fear—these are the fundamentals of moral world order.

9.50. After an introductory phrase reading into the following lines and indicating repetition of such phrase.

I recommend—  
 That we accept the rules;  
 That we also publish them; and  
 That we submit them for review.

9.51. With a preceding question mark, in lieu of a colon.

How can you explain this?—"Fee paid, \$5."

9.52. Sometimes, in lieu of opening quotation mark, in French, Spanish, and Italian dialog.

9.53. To precede a credit line or a run-in credit or signature.

Still achieving, still pursuing,  
 Learn to labor and to wait.  
 —Longfellow.

Every man's work shall be made manifest.—I Corinthians 3: 13.  
 This statement is open to question.—GERALD H. FORSYTHE.

9.54. After a run-in sidehead. (For examples, see rule 9.96, p. 146.)

9.55. To separate run-in questions and answers in testimony. (See also rule 18.27, p. 230.)

Q. Did he go?—A. No.

*The em dash is not used—*

9.56. At the beginning of any line of type, except as indicated in paragraphs 9.51 and 9.52.

9.57. Immediately after a comma, colon, or semicolon.

*The en dash is used—*

9.58. In a combination of figures, letters, or figures and letters. (An en dash, not a hyphen, is used, even when such terms are adjective modifiers.) (See also rule 6.44, p. 79.)

exhibit 6-A  
 5-20 bonds  
 DC-14; *but* Convair 340  
 Public Law 85-1, *but* Public Laws 85-1—  
 85-20 (note em dash between two  
 elements with en dashes)

4-H Club  
 LK-66-A(2)-74  
 \$15-\$20  
 CBS-TV network  
 AFL-CIO merger  
*but* ACF-Brill Motors Co.



**9.59.** In the absence of the word *to* when denoting a period of time. (See also rule 11.8c, p. 170.)

1935-37

January-June

Monday-Friday

*The en dash is not used—*

**9.60.** For *to* when the word *from* precedes the first of two related figures or expressions. (See also rule 11.8c, p. 170.)

From January 1 to June 30, 1951; *not* from January 1-June 30, 1951.

**9.61.** For *and* when the word *between* precedes the first of two related figures or expressions.

Between 1923 and 1929; *not* between 1923-29

## Ellipsis

**9.62.** Three asterisks, separated by en quads, are used to denote an ellipsis within a sentence, at the beginning or end of a sentence, or in two or more consecutive sentences (see also rule 9.69). If periods are used instead of asterisks, they are also separated by en quads. To achieve faithful reproduction of excerpt material, editors should indicate placement of terminal period in relation to an ellipsis at the end of a sentence.

He called \* \* \* and left.# \* \* #When he returned the \* \* \*.

\* \* \* called \* \* \* and left.# \* \* \* he returned the \* \* \*.

He called \* \* \* and \* \* \*.□When he returned the \* \* \*.

He called \* \* \* and \* \* \* he returned the \* \* \*. (Two or more consecutive sentences, including intervening punctuation)

**9.63.** Three periods may be used to indicate ellipsis; four periods, when sentence is brought to a close.

He called . . . and left.#. . #When he returned the . . . .

. . . called . . . and left.#. . he returned the . . . .

He called . . . and . . . .□When he returned the . . . .

He called . . . and . . . he returned the . . . . (Two or more consecutive sentences, including intervening punctuation)

**9.64.** Neither asterisks nor periods are overrun alone at the end of a paragraph.

**9.65.** When both asterisks and periods for ellipsis occur in the copy and periods are not specifically requested, use asterisks throughout.

**9.66.** A line of asterisks (or periods) indicates an omission of one or more entire paragraphs. In 26½-pica or wider measure, a line of "stars" means 7 asterisks indented 2 ems at each end of the line, with the remaining space divided evenly between the asterisks. In measures less than 26½ picas, 5 stars are used. Quotation marks are not used on line of asterisks or periods in quoted matter. Where line of asterisks ends complete quotation, no closing quote is used.

\* \* \* \* \*

**9.67.** Indented matter in 26½-pica or wider measure also requires a 7-star line to indicate the omission of one or more entire paragraphs.

**9.68.** An extra indention is added in indented matter; except where there are too many varying indentions, then all the asterisks (or periods) have the same alinement.

**9.69.** If an omission occurs in the last part of a paragraph immediately before a line of stars, three stars are used, in addition to the line of stars, to indicate such an omission.

9.70. If two or more sizes of type are used on a page, 10-point asterisks are indented 2 ems, 8 point and 6 point being alined with the 10-point asterisks.

9.71. Equalize spacing above and below a line of stars.

### Exclamation point

9.72. The exclamation point is used to mark surprise, incredulity, admiration, appeal, or other strong emotion, which may be expressed even in a declarative or interrogative sentence.

He acknowledged the error!

What!

How beautiful!

Who shouted, "All aboard!" (Note omission of question mark.)

"Great!" he shouted. (Note omission of comma.)

9.73. In direct address, either to a person or a personified object, *O* is used without an exclamation point, or other punctuation; but if strong feeling is expressed, an exclamation point is placed at the end of the statement.

O my friend, let us consider this subject impartially.

O Lord, save Thy people!

9.74. In exclamations without direct address or appeal, *oh* is used instead of *O*, and the exclamation point is omitted.

Oh, but the gentleman is mistaken.

Oh dear; the time is so short.

### Hyphen

*The hyphen (a punctuation mark, not an element in the spelling of words) is used—*

9.75. To connect the elements of certain compound words. (See "Compound Words," pp. 73-80.)

9.76. To indicate continuation of a word divided at end of a line. (See Word Division, supplement to STYLE MANUAL; for brief description of supplement, see p. 2. For foreign languages, see separate foreign languages.)

9.77. Between the letters of a spelled word.

c-e-n-t-s

h-o-l-d-u-p

9.78. To separate elements of chemical formulas. (See rule 6.44, p. 79.)

9.79. If a break in six digits or over is unavoidable, divide on the comma, retain it, and use a hyphen.

### Parentheses

*Parentheses are used—*

9.80. To set off matter not intended to be part of the main statement or not a grammatical element of the sentence, yet important enough to be included. (For use of brackets, see rule 9.4, p. 137.)

This case (124 U.S. 329) is not relevant.

The result (see fig. 2) is most surprising.

The United States is the principal purchaser (by value) of these exports (23 percent in 1955 and 19 percent in 1956).

(Discussion off the record.)

(Pause.)

The WITNESS (interrupting). It is known \* \* \*.

Mr. JONES (continuing). Now let us take the next item.

Mr. SMITH (presiding).

Mr. JONES (interposing).

(The matter referred to is as follows:)

The CHAIRMAN (to Mr. Smith).

The CHAIRMAN (reading):

Mr. KELLEY (to the chairman). From 15 to 25 percent.

(Objected to.)

(Mr. Smith nods.)

(Mr. Smith aside.)

(Mr. Smith makes further statement off the record.)

Mr. JONES (for Mr. Smith).

A VOICE FROM AUDIENCE. (Use of caps and small caps in hearings.)

SEVERAL VOICES. (Use of caps and small caps in hearings.)

**9.81.** To enclose a parenthetic clause where the interruption is too great to be indicated by commas. (See also rule 9.46, p. 141.)

You can find it neither in French dictionaries (at any rate, not in Littré) nor in English.

**9.82.** To enclose an explanatory word not part of the statement.

the Erie (Pa.) News; *but* the News of Erie, Pa.

Portland (Oreg.) Chamber of Commerce; *but* Washington, D.C., schools.

**9.83.** To enclose letters or numbers designating items in a series, either at beginning of paragraphs or within a paragraph.

The order of delivery will be: (a) Food, (b) clothing, and (c) tents and other housing equipment.

You will observe that the sword is (1) old fashioned, (2) still sharp, and (3) unusually light for its size.

Paragraph 7(B)(1)(a) will be found on page 6. (Note parentheses closed up (see rule 2.9, p. 8).)

**9.84.** To enclose a figure inserted to confirm a statement given in words if double form is specifically requested. (See also rule 11.18, p. 173.)

This contract shall be completed in sixty (60) days.

**9.85.** A reference in parentheses at the end of a sentence is placed before the period, unless it is a complete sentence in itself.

The specimen exhibits both phases (pl. 14, A, B).

The individual cavities show great variation. (See pl. 4.)

**9.86.** If a sentence contains more than one parenthetic reference, the one at the end is placed before the period.

This sandstone (see pl. 6) occurs in every county of the State (see pl. 1).

**9.87.** When a figure is followed by a letter in parentheses, no space is used between the figure and the opening parenthesis; but if the letter is not in parentheses and the figure is repeated with each letter, the letter is closed up with the figure.

15(a). Classes, grades, and sizes.

15a. Classes, grades, and sizes.

**9.88.** If both a figure and a letter in parentheses are used before each paragraph, a period and an en space are used after the closing parenthesis; if the figure is not repeated before each letter in parentheses but is used only before the first, the period is placed after the figure.

15(a). When the figure is used before the letter in each paragraph—

15(b). The period is placed after the closing parenthesis.

15. (a) When the figure is used before letter in first paragraph but not repeated with subsequent letters—

(b) The period is used after the figure only.

**9.89.** Note position of period relative to closing parenthesis:

The vending stand sells a variety of items (sandwiches, beverages, cakes, etc.).

The vending stand sells a variety of items (sandwiches, beverages, cakes, etc. (sometimes ice cream)).

The vending stand sells a variety of items. (These include sandwiches, beverages, cakes, etc. (6).)

**9.90.** To enclose bylines in congressional work.

(By Sylvia Porter, staff writer)

**9.91.** When matter in parentheses makes more than one paragraph, start each paragraph with a parenthesis and place the closing parenthesis at end of last paragraph.

**Period**

*The period is used—*

**9.92.** After a declarative sentence that is not exclamatory or after an imperative sentence.

Stars are suns.

He was employed by Sampson & Co.

Do not be late.

On with the dance.

**9.93.** After an indirect question or after a question intended as a suggestion and not requiring an answer.

Tell me how he did it.

May we hear from you.

May we ask prompt payment.

**9.94.** In place of parentheses after a letter or number denoting a series.

a. Bread well baked.

b. Meat cooked rare.

c. Cubed apples stewed.

1. Punctuate freely.

2. Compound sparingly.

3. Index thoroughly.

**9.95.** Sometimes to indicate ellipsis. (See rule 9.63, p. 143.)

**9.96.** After a run-in sidehead.

*Conditional subjunctive.*—The conditional subjunctive is required for all unreal and doubtful conditions.

**2. Peacetime preparation.**—*a.* The Chairman of the National Security Resources Board, etc.

**2. Peacetime preparation.**—*Industrial mobilization plans.*—The Chairman of the National Security Resources Board, etc.

**2. Peacetime preparation.**—*Industrial mobilization.*—The Chairman of the National Security Resources Board, etc.

**62. Determination of types.**—*a. Statement of characteristics.*—Before types of equipment, etc.

**Steps in planning for procurement.**—(1) *Determination of needs.*—To plan for the procurement of such arms, etc.

**62. Determination of types.**—(a) *Statement of characteristics.*—Before types of, etc.

**DETERMINATION OF TYPES.**—Statement of characteristics.—Before types of, etc.

**NOTE.**—The source material was furnished.

*but* Source: U.S. Department of Commerce, Bureau of the Census.

**9.97.** Paragraphs and subparagraphs may be arranged according to the scheme below. The sequence is not fixed, and variations, in

addition to the use of center and side heads or indented paragraphs, may be adopted, depending on the number of parts.

I. (Roman numeral)

A.

1.

a.

(1)

(a)

(i) (lowercase Roman numeral)

(aa)

9.98. To separate integers from decimals in a single expression.

3.75 percent                      \$3.50                      1.25 meters

9.99. In continental European languages, to indicate thousands.

1.317                      72.190.175

9.100. After abbreviations, unless otherwise specified. (See "Abbreviations," p. 153.)

gal.

NE.

m. (meter)

qt.

N.Y.

kc. (kilocycle)

9.101. After legends and explanatory matter beneath illustrations. However, legends without descriptive language do not require periods.

FIGURE 1.—Schematic drawing.

FIGURE 1.—Continued.

but FIGURE 1 (no period)

9.102. Rarely, to indicate multiplication. (The multiplication sign is preferable for this purpose.)

$ab$  ( $a \times b$ )

9.103. After *Article 1, Section 1, etc.*, at beginning of paragraphs. A period and en space are used after such terms.

*The period is omitted—*

9.104. After—

Lines in title pages.

Center, side, and running heads.

Continued lines.

Boxheads of tables.

Scientific, chemical, or other symbols.

This rule does not apply to abbreviation periods.

9.105. After a quotation mark that is preceded by a period. (See also rule 9.131, p. 150.)

He said, "Now or never."

9.106. After letters used as names without specific designation.

A said to B that all is well.

Mr. A told Mr. B that the case was closed.

but Mr. A. (for Mr. Andrews). I do not want to go.

Mr. K. (for Mr. King). The meeting is adjourned.

9.107. After a middle initial which is merely a letter and not an abbreviation of a name.

Daniel D Tompkins

Ross T McIntire

9.108. After a short name which is not an abbreviation of the longer form. (See also rule 10.23, p. 156.)

Alex

Ed

Sam

9.109. After Roman numerals used as ordinals.

George V

9.110. After words and incomplete statements listed in columns. Full-measure matter is not to be regarded as a column.

9.111. After explanatory matter set in 6 point under leaders or rules.

-----  
 (Name) (Address) (Position)  
 -----

9.112. Immediately before leaders, even if an abbreviation precedes the leaders.

### Question mark

*The question mark is used—*

9.113. To indicate a direct query, even if not in the form of a question.

Did he do it?

He did what?

Can the money be raised? is the question.

Who asked, "Why?" (Note single question mark)

"Did you hurt yourself, my son?" she asked.

9.114. To express more than one query in the same sentence.

Can he do it? or you? or anyone?

9.115. To express doubt.

He said the boy was 8(?) feet tall. (No space before question mark)

The statue(?) was on the statute books.

### Quotation marks

*Quotation marks are used—*

9.116. To enclose direct quotations. (Each part of an interrupted quotation begins and ends with quotation marks.)

The answer is "No."

He said, "John said 'No.'"

"John," said Henry, "why do you go?"

9.117. To enclose any matter following the terms *entitled, the word, the term, marked, designated, classified, named, endorsed, or signed*; but are not used to enclose expressions following the terms *known as, called, so-called, etc.*, unless such expressions are misnomers or slang.

Congress passed the act entitled "An act \* \* \*"

After the word "treaty," insert a comma.

Of what does the item "Miscellaneous debts" consist?

The column "Imports from foreign countries" was not \* \* \*.

The document will be marked "Exhibit No. 21"; *but* The document may be made exhibit No. 2.

The check was endorsed "John Adamson."

It was signed "John."

Beryllium is known as glucinium in some European countries.

It was called profit and loss.

The so-called investigating body.

9.118. To enclose titles of addresses, articles, books, captions, chapter and part headings, editorials, essays, headings, headlines, motion pictures and plays (including TV and radio programs), papers, short poems, reports, songs, subheadings, subjects, and themes. All principal words are to be capitalized. (See also rule 3.52, p. 31.)

An address on "Uranium-235 in the Atomic Age"

The article "Germany Revisited," appeared in the last issue

"The Conquest of Mexico," a published work (book)

Under the caption "Long-Term Treasurys Rise"

The subject was discussed in "Courtwork" (chapter heading)

It will be found in "Part XI: Early Thought"

The editorial "Haphazard Budgeting"

"Compensation," by Emerson (essay)

"United States To Appoint Representative to U.N." (heading or headline)

In "Search for Paradise" (motion picture); "South Pacific" (play)

A paper on "Constant-Pressure Combustion" was read

"O Captain! My Captain!" (short poem)

The report "Atomic Energy: What It Means to the Nation"; *but* annual report of the Public Printer

This was followed by the singing of "The Star-Spangled Banner"

Under the subhead, "Sixty Days of Turmoil," will be found \* \* \*

The subject (or theme) of the conference is "Peaceful Uses of Atomic Energy"

*also* Account 5, "Management fees."

Under the heading "Management and operation."

Under the appropriation "Building of ships, Navy."

**9.119.** If poetry is quoted, each stanza should start with quotation marks, but only the last stanza should end with them. The lines of the poem should range on the left, those that rhyme taking the same indentation, and the quotation marks should be cleared. Poems are centered on the longest line; overs 3 ems; 2 leads between stanzas.

"Rest is not quitting  
The busy career;  
Rest is the fitting  
Of self to one's sphere.

"'Tis the brook's motion,  
Clear without strife,  
Fleeing to ocean  
After its life."

—*John Sullivan Dwight.*

**9.120.** At the beginning of each paragraph of a quotation, but at the end of the last paragraph only.

**9.121.** To enclose a letter or other communication, which bears both date and signature, within a letter. (See rule 9.126.)

**9.122.** To give greater emphasis to a word or a phrase. (For better typographical appearance and legibility, such use of quotation marks should be kept to a minimum.)

**9.123.** To enclose misnomers, slang expressions, sobriquets, or ordinary words used in an arbitrary way. (See also rule 6.26, p. 76.)

He voted for the "lameduck" amendment.

His report was "bunk."

It was a "gentlemen's agreement."

The "invisible government" is responsible.

George Herman "Babe" Ruth.

**9.124.** Quotation marks will not be borne off from adjacent characters except when they precede a fraction or an apostrophe or precede or follow a superior figure or letter, in which case a thin space will be used. A thin space will also be used to separate double and single quotation marks.

*Quotation marks are not used—*

**9.125.** To enclose names of newspapers or magazines.

**9.126.** To enclose complete letters having date and signature.

**9.127.** To enclose extracts that are indented or set in smaller type, or solid extracts in leaded matter; but indented matter in text that is already quoted carries quotation marks.

**9.128.** In indirect quotations.

Tell her yes.

He could not say no.

**9.129.** Before a display initial which begins a quoted paragraph.

**9.130.** The comma and the final period will be placed inside the quotation marks. Other punctuation marks should be placed inside the quotation marks only if they are a part of the matter quoted. (See rule 9.33, p. 140.)

Ruth said, "I think so."

"The President," he said, "will veto the bill."

The trainman shouted, "All aboard!"

Who asked, "Why?"

The President suggests that "an early occasion be sought \* \* \*."

Why call it a "gentlemen's agreement"?

**9.131.** In congressional and certain other classes of work showing amendments, and in courtwork with quoted language, punctuation marks are printed after the quotation marks when not a part of the quoted matter.

Insert the words "growth", "production", and "manufacture".

To be inserted immediately after the words "cadets, U.S. Coast Guard";

Change "February 1, 1951", to "June 30, 1951".

"Insert in lieu thereof 'July 1, 1953,'"

**9.132.** When occurring together, quotation marks should precede the footnote reference number.

The commissioner claimed that the award was "unjustified."<sup>1</sup>

His exact words were: "The facts in the case prove otherwise."<sup>2</sup>

**9.133.** Quotation marks should be limited, if possible, to three sets (double, single, double).

"The question in the report is, 'Can a person who obtains his certificate of naturalization by fraud be considered a "bona fide" citizen of the United States?'"

**Semicolon**

*The semicolon is used—*

**9.134.** To separate clauses containing commas. (See also rule 9.137, p. 151.)

Donald A. Peters, president of the First National Bank, was also a director of New York Central; Harvey D. Jones was a director of Oregon Steel Co. and New York Central; Thomas W. Harrison, chairman of the board of McBride & Co., was also on the board of Oregon Steel Co.

Reptiles, amphibians, and predatory mammals swallow their prey whole or in large pieces, bones included; waterfowl habitually take shellfish entire; and gallinaceous birds are provided with gizzards that grind up the hardest seeds.

Yes, sir; he did see it.

No, sir; I do not recall.

**9.135.** To separate statements that are too closely related in meaning to be written as separate sentences, and also statements of contrast.

Yes; that is right.

No; we received one-third.

It is true in peace; it is true in war.

War is destructive; peace, constructive.

**9.136.** To set off explanatory abbreviations or words which summarize or explain preceding matter.

The industry is related to groups that produce finished goods; i.e., electrical machinery and transportation equipment.



There were involved three metal producers; namely, Jones & Laughlin, Armco, and Kennecott.

**9.137.** The semicolon is to be avoided where a comma will suffice.

Regional offices are located in New York, N.Y., Chicago, Ill., and Dallas, Tex.

### Single punctuation

**9.138.** Single punctuation is used wherever possible without ambiguity.

124 U.S. 321 (no comma)

SIR: (no dash)

Joseph replied, "It is a worthwhile effort." (no outside period)

### Type

**9.139.** Parentheses, brackets, and superior reference figures are always set in roman, not in italic. All other punctuation marks match the type of the words which they adjoin. A lightface dash is used after a run-in boldface sidehead followed by lightface matter. In boldface matter, punctuation, parentheses, brackets, dashes, shilling marks, and fractions are all set in boldface, if available. (See rule 12.16, p. 176.)

## NOTES

## 10. ABBREVIATIONS

(See also Foreign Languages; Numerals; Symbols)

**10.1.** Abbreviations are used to save space and to avoid distracting the mind of the reader by a needless spelling out of repetitious words or phrases.

**10.2.** The nature of the publication governs the extent to which abbreviations are used. In text of technical and legal publications, and in parentheses, brackets, footnotes, sidenotes, tables, leaderwork, and bibliographies, many words are frequently abbreviated. Cut-in sideheads, legends, tables of contents, and indexes follow the style of the text.

**10.3.** Some scientific, technical, and industrial groups have adopted definite forms of abbreviations in their specialized fields. These forms, which omit internal and terminal punctuation, are acceptable for use in publications falling within the respective classes. In such cases, abbreviations are to be marked "Follow." This does not apply to such common abbreviations as in., No., ft. b.m., ft.-c., ft.-lb., etc., even when used in a technical connotation.

**10.4.** Standard and easily understood forms are preferable, and they should be uniform throughout a job. Abbreviations not generally known should be followed in the text by the spelled-out forms in parentheses the first time they occur; in tables and leaderwork such explanatory matter should be supplied in a footnote. As the printer cannot rewrite the copy, the author should supply these explanatory forms.

**10.5.** In technical matter, abbreviations for units of measure should be used only with figures; similarly, many other abbreviations should not appear in isolation; for example, energy is measured in foot-pounds, *not* energy is measured in ft.-lb.

### Capitals, hyphens, periods, and spacing

**10.6.** In general, an abbreviation follows the capitalization and hyphening of the word or words abbreviated. It is followed by a period unless otherwise indicated.

c.o.d.

ft.-lb.

St.

**10.7.** Abbreviations with points are set without spaces. However, initials of a personal name, or abbreviations composed of contractions and initials or numbers, will retain space.

U.S.

U.S.S.R.

U.N.

U.S.C. (*but* Rev. Stat.)

N.Y. (*but* N. Mex.)

r.p.m. (*but* ft. b.m.)

B.S., LL.D. (*but* Ph. D., B. Sc.)

H.R. 116 (*but* S. 116, S. Con.

Res. 116)

C.A.D.C. (*but* App. D.C.)

A. B. Secrest, D.D.S.

A.F. of L.-CIO (*or* AFL-CIO  
preferred)

A. T. & T.

Texas A. & M.

R. & D.

A.D., B.C.

e.s.t.

i.e., e.g. (*but* op. cit.)

N.Y., N.H. & H. RR.; B. & O. R.

**10.8.** Except as otherwise designated, points and spaces are omitted after initials used as shortened names of governmental agencies and of other organized bodies. "Other organized bodies" shall be interpreted to mean organized bodies which have become popularly identified with a symbol, such as MIT (Massachusetts Institute of Technology), GM (General Motors), GMAC (General Motors Acceptance Corp.), etc. (See rule 10.48, p. 159.) Symbols, when they appear in copy, may be used for acts of Congress. Example: ARA (Area Redevelopment Act).

MIT  
NLRB  
TVA

AFL-CIO  
ARC  
ASTM

but A.F. of L.-CIO  
A.T. & T.  
U.N.

### Geographic terms

**10.9.** *U.S.* (for United States) will be used when preceding the word *Government* or the name of a Government organization, except in formal writing (treaties, Executive orders, proclamations, etc.); congressional bills; legal citations and courtwork; covers and title pages (unless abbreviation is requested); and in association with name or names of other countries.

U.S. Government

U.S. Congress

U.S. Senate

U.S. Treasury

U.S. Department of Agriculture

U.S. Department of Health, Education, and Welfare

U.S. district court

U.S. Supreme Court (*but* Supreme Court of the United States)

U.S. Army (*but* Army of the United States)

U.S. monitor *Nantucket*

U.S.S. *Brooklyn* (note abbreviation for ship)

U.S.-NATO assistance

U.S.-U.S.S.R. meeting

U.S. Government efforts to control inflation must be successful if the United States is to have a stable economy.

*but* British, French, and United States Governments; United States-British talks

**10.10.** With the exceptions in the above rule, the abbreviation *U.S.* is used in the adjective position, but is spelled out when used as a noun.<sup>1</sup>

U.S. foreign policy

U.S. farm-support program

U.S. dollars

U.S. economy

U.S. attorney

U.S. attitude

*but* Foreign policy of the United States

Farm-support program of the United States

The United States is dedicated to peace

United States Code (official title)

United States Steel Corp. (legal title)

**10.11.** The names of foreign countries, except U.S.S.R. (to avoid too long a name), are not abbreviated.

**10.12.** In other than formal usage, States of the United States (except Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Utah) and Canal Zone, Puerto Rico, and Virgin Islands are abbreviated immediately following any capitalized geographic term (see p. 45), including armory, arsenal, airbase, airport, barracks, depot, fort, Indian agency, military

<sup>1</sup> The adjectival use of *U.S.* received careful and serious consideration. The adoption of this form recognizes current usage and word-treatment trends. It extends the fluidity of the language without burdening the text or lowering the dignity of the U.S. Government in its printing. Also, Government editors overwhelmingly endorsed this usage. The exceptions laid down in rule 10.9 are deemed sufficiently broad to avoid objection.

camp, national cemetery (also forest, historic site, memorial, seashore, monument, park), naval shipyard, proving ground, reservation (forest, Indian, or military), and reserve or station (military or naval).

Richmond, Va.	Arlington National Cemetery, Va.
Anne Arundel County, Md.	Aberdeen Proving Ground, Md.
Mount Rainier National Forest, Wash.	Friendship Airport, Md.
Stone Mountain, Ga.	Redstone Arsenal, Ala.
National Naval Medical Center, Bethesda, Md.	but Leavenworth freight yards, Kansas Altoona sidetrack, Wisconsin

10.13. Approved forms of abbreviations:

Ala.	Ga.	Miss.	N.Y.	Va.
Ariz.	Ill.	Mo.	Okla.	V.I.
Ark.	Ind.	Mont.	Oreg.	Vt.
Calif.	Kans.	N.C.	Pa.	Wash.
Colo.	Ky.	N. Dak.	P.R.	Wis.
Conn.	La.	Nebr.	R.I.	W. Va.
C.Z.	Mass.	Nev.	S.C.	Wyo.
D.C.	Md.	N.H.	S. Dak.	
Del.	Mich.	N.J.	Tenn.	
Fla.	Minn.	N. Mex.	Tex.	

10.14. The names of other insular possessions, trust territories, and *Long Island, Staten Island*, etc., are not abbreviated.

10.15. The names of Canadian Provinces and other foreign political subdivisions are not abbreviated.

Addresses

(For use of numerals in addresses, see rule 11.11, p. 172.)

10.16. The words *street, avenue, place, road, square, boulevard, terrace, drive, court, and building*, following name or number, are abbreviated in footnotes, sidenotes, tables, and leaderwork.

10.17. In addresses, the abbreviations *NW., SW., NE., SE.*, indicating sectional divisions of cities, are used following name or number, but *North, South, East, and West* are spelled out at all times.

10.18. The word *Street* or *Avenue* as part of a name is not abbreviated even in parentheses, footnotes, sidenotes, tables, and leaderwork.

14th Street Bridge

Ninth Avenue Bldg.

10.19. The words *county, fort, mount, point, and port* are not abbreviated.

Descriptions of tracts of land

10.20. In the description of tracts of public land the following abbreviations are used (periods are omitted after abbreviated compass directions that immediately precede and close up on figures):

SE $\frac{1}{4}$ NW $\frac{1}{4}$  sec. 4, T. 12 S., R. 15 E., of the Boise meridian  
lot 6, NE $\frac{1}{4}$  sec. 4, T. 6 N., R. 1 W.  
N $\frac{1}{2}$  sec. 20, T. 7 N., R. 2 W., sixth principal meridian  
Tps. 9, 10, 11, and 12 S., Rs. 12 and 13 W.  
T. 2 S., Rs. 8, 9, and 10 E., sec. 26  
T. 3 S., R. 1 E., sec. 34, W $\frac{1}{2}$ E $\frac{1}{2}$ , W $\frac{1}{2}$ , and W $\frac{1}{2}$ SE $\frac{1}{4}$ SE $\frac{1}{4}$   
sec. 32 (with or without a township number)

10.21. If fractions are spelled out in land descriptions, *half* and *quarter* are used (not *one-half* nor *one-quarter*).

south half of T. 47 N., R. 64 E.

10.22. In case of an unavoidable break in a land-description symbol group at end of a line, use no hyphen and break after fraction.

## Names and titles

**10.23.** The following forms are not always abbreviations, and copy should be followed as to periods:

Al	Ben	Fred	Will
Alex	Ed	Sam	

**10.24.** In signatures the form used by the signer must be retained.

George Wythe	Geo. Taylor
--------------	-------------

**10.25.** In company and other formal names, if it is not necessary to preserve the full legal title, the forms *Bro.*, *Bros.*, *Co.*, *Corp.*, *Inc.*, *Ltd.*, and *&* are used. *Association* and *Manufacturing* are not abbreviated.

Smith & Bro.  
Jones Bros. & Co.  
American Telephone & Telegraph Co.  
Hough Shade Corp.  
Vic Sport Shop, Inc.  
Maryland Steamship Co., Ltd.  
Chesapeake & Delaware Canal  
Fairmount Building & Loan Association  
Electronics Manufacturing Co.  
Texas College of Arts & Industries  
National Barrel & Drum Association  
Robert Wilson & Associates, Inc.

U.S. News & World Report  
Baltimore & Ohio Railroad  
Mine, Mill & Smelter Workers  
Radio Corp. of America  
Aluminum Co. of America  
Standard Oil Co. of New Jersey  
*but* Little Theater Company  
Department of Health, Education, and Welfare  
Senate Banking and Currency Committee  
Federal Savings and Loan Insurance Corporation (Federal unit)

**10.26.** *Company* and *Corporation* are not abbreviated in names of Federal Government units.

Panama Railroad Company

Commodity Credit Corporation

**10.27.** In parentheses, footnotes, sidenotes, tables, and leaderwork, abbreviate the words *railroad* and *railway* (*RR.* and *Ry.*), except in such names as "Washington Railway & Electric Co." and "Florida Railroad & Navigation Corp." *SS* for *steamship*, *MS* for *motorship*, etc., preceding name are used at all times. (See rule 12.6, p. 175.)

**10.28.** In the names of informal companionships the word *and* is spelled out.

Gilbert and Sullivan

Currier and Ives

**10.29.** In other than formal usage, a civil, military, or naval title preceding a name is abbreviated if followed by Christian, or given name or initial; but *Mr.*, *Mrs.*, *M.*, *MM.*, *Messrs.*, *Mlle.*, *Mme.*, and *Dr.* are abbreviated with or without Christian or given name or initial.

Adj.	1st Lt.	M. Sgt.
Adj. Gen.	1st Sgt.	Orderly Sgt.
Adm. (admiral)	Gen.	Ord. Sgt. (ordnance sergeant)
A1c. (airman, first class)	Gov.	Passed Asst. Surg.
Asst. Surg.	Hosp. Sgt.	Pfc. (private, first class)
Brig. Gen.	Hosp. Steward	PO (petty officer)
Bvt. (brevet)	Insp. Gen.	Prof.
Capt.	Judge Adv. Gen.	Pvt.
Col.	Lt.	Q.M. Gen.
Comdr.	Lt. Col.	Q.M. Sgt.
Cpl.	Lt. Comdr.	Rdm3c. (radarman, third class)
CWO (chief warrant officer)	Lt. Gen.	Rear Adm.
En1c. (engineman, first class)	Lt. Gov.	
Ens.	Lt. (jg.)	
	Maj.	
	Maj. Gen.	

S1c. (seaman, first class)	Sp3c. (specialist, third class)	T2g. (technician, second grade)
2d Lt.	S. Sgt.	T. Sgt.
Sfc. (sergeant, first class)	Supt.	Vice Adm.
Sgt.	Surg.	WO (warrant officer)
Sgt. Maj.	Surg. Gen.	WO (jg.)

10.30. The titles *Senator*, *Representative*, *commodore*, and *commandant* are not abbreviated.

10.31. Unless preceded by *the*, abbreviate *honorable*, *reverend*, and *monsignor* when followed by the first name, the initials, or the title.

Hon. Elihu Root; the Honorable Elihu Root; the Honorable Mr. Root  
 Rev. Allen A. Stockdale; the Reverend Dr. Stockdale; Rev. Dr. Stockdale  
 (not Rev. Stockdale, nor the Reverend Stockdale)

Rt. Rev. James E. Freeman; the Right Reverend James E. Freeman  
 Very Rev. Henry Boyd; the Very Reverend Henry Boyd  
 Rt. Rev. Msgr. John Bird; the Right Reverend Monsignor John Bird

10.32. The following and similar abbreviations are used after a name:

Esq., Jr., Sr.

2d, 3d (or II, III) (not preceded by comma)

Degrees: LL.D., M.A., Ph. D., etc.

Fellowships, orders, etc.: F.R.S., K.C.B., C.P.A., etc.

10.33. The abbreviation *Esq.*, not generally used in the United States, and the other complimentary titles, such as *Mr.*, *Mrs.*, and *Dr.*, should not appear in combination with any other title or with abbreviations indicating scholastic degrees.

John L. Smith, Esq., not Mr. John L. Smith, Esq., nor John L. Smith, Esq., A.M.; but James A. Jones, Jr., Esq.

Ford Maddox, A.B., Ph. D., not Mr. Ford Maddox, A.B., Ph. D.

George Gray, M.D., not Mr. George Gray, M.D., nor Dr. George Gray, M.D.

10.34. *Sr.* and *Jr.* should not be used without Christian or given name or initials, but may be used in combination with any title. (See also rule 9.25, p. 139.)

A. K. Jones, Jr., not Jones, Jr., nor Mr. Jones, Jr. (See rule 9.26, p. 139.)  
 President J. B. Nelson, Jr.

10.35. When name is followed by abbreviations designating religious and fraternal orders and scholastic and honorary degrees, their sequence is as follows: Orders, religious first; theological degrees; academic degrees earned in course; and honorary degrees in order of bestowal.

Henry L. Brown, D.D., A.M., D. Lit.

T. E. Holt, C.S.C., S.T. Lr., LL.D., Ph. D.

10.36. Academic degrees standing alone may be abbreviated.

John was graduated with a B.A. degree; but bachelor of arts degree (lowercase if spelled out).

He earned his Ph. D. by hard work.

10.37. In addresses, signatures, and lists of names, including leadership but not in tables nor in centerheads, *Mr.*, *Mrs.*, and other titles preceding a name, and *Esq.*, *Jr.*, *Sr.*, *2d*, and *3d* following a name, are set in roman caps and lowercase if the name is in caps and small caps. If the name is in caps, they are set in caps and small caps, if small caps are available—otherwise in caps and lowercase. (See also rule 17.3, p. 221.)

## Parts of publications

**10.38.** For parts of publications mentioned in parentheses, brackets, footnotes, sidenotes, lists of references, synonymies, tables, and leaderwork, and followed by figures, letters, or Roman numerals, the following abbreviations are used:

app., apps. (appendix, appendixes)	pt., pts. (part, parts)
art., arts. (article, articles)	sec., secs. (section, sections)
bull., bulls. (bulletin, bulletins)	subch., subchs. (subchapter, subchapters)
ch., chs. (chapter, chapters)	subpar., subpars. (subparagraph, subparagraphs)
col., cols. (column, columns)	subsec., subsecs. (subsection, subsections)
ed., eds. (edition, editions)	supp., supps. (supplement, supplements)
fig., figs. (figure, figures)	vol., vols. (volume, volumes)
No., Nos. (number, numbers)	
p., pp. (page, pages)	
par., pars. (paragraph, paragraphs)	
pl., pls. (plate, plates)	

**10.39.** The word *article* or *section* at the beginning of a paragraph is abbreviated and set in caps and small caps followed by a period and an en space, except that the first of a series is spelled out.

ART. 2; SEC. 2; etc.; *but* ARTICLE 1; SECTION 1  
ART. II; SEC. II; etc.; *but* ARTICLE I; SECTION I

**10.40.** At the beginning of a legend, the word *Figure* preceding the legend number is not abbreviated.

FIGURE 4.—Landscape.

## Terms relating to Congress

**10.41.** The words *Congress* and *session*, when accompanied by a numerical reference, are abbreviated in parentheses, brackets, and text footnotes. In sidenotes, lists of references, synonymies, tables, leaderwork, and footnotes to tables and leaderwork, the following abbreviations are used:

82d Cong., 1st sess.	Public Law 84, 88th Cong.
1st sess., 82d Cong.	Private Law 68, 88th Cong.

**10.42.** In references to bills, resolutions, documents, and reports in parentheses, brackets, footnotes, sidenotes, tables, and leaderwork, the following abbreviations are used:

H.R. 416 (House bill)	S.J. Res. 45 (Senate joint resolution)
S. 116 (Senate bill)	H. Conf. Rept. 10 (House conference report)
The above two examples may be used in either abbreviated or spelled-out form in text.	H. Doc. 35 (House document)
H. Res. 5 (House resolution)	S. Doc. 62 (Senate document)
H. Con. Res. 10 (House concurrent resolution)	H. Rept. 214 (House report)
H.J. Res. 21 (House joint resolution)	S. Rept. 410 (Senate report)
S. Res. 50 (Senate resolution)	Ex. Doc. B (Executive document)
S. Con. Res. 17 (Senate concurrent resolution)	Ex. F (89th Cong., 2d sess.)
	Ex. Rept. 9 (89th Cong., 1st sess.)
	Misc. Doc. 16 (miscellaneous document)
	Public Res. 47

**10.43.** References to statutes in parentheses, footnotes, sidenotes, tables, leaderwork, and congressional work are abbreviated as follows (for references in courtwork, see rule 18.33, p. 231):

Rev. Stat. (Revised Statutes); 43 Rev. Stat. 801; 18 U.S.C. 38  
Supp. Rev. Stat. (Supplement to the Revised Statutes)  
Stat. L. (Statutes at Large)

*but* Public Law 85-1



### Calendar divisions

**10.44.** Names of months followed by the day, or day and year, are abbreviated in footnotes, tables, leaderwork, and sidenotes, and in bibliographies. (See examples, rule 10.45.) *May, June, and July* are always spelled out. Preferred forms follow:

Jan.	Apr.	Oct.
Feb.	Aug.	Nov.
Mar.	Sept.	Dec.

**10.45.** In text only, dates as part of a citation or reference within parentheses or brackets are also abbreviated.

(Op. Atty. Gen., Dec. 4, 1925)

(Congressional Record, Dec. 15, 1950)

[From the New York Times, Mar. 4, 1958]

[From the Mar. 4 issue]

On Jan. 25 (we had commenced on Dec. 26, 1957) the work was finished.  
(In footnotes, tables, leaderwork, and sidenotes)

On January 25, a decision was reached (Op. Atty. Gen., Dec. 4, 1925).  
(Text, but with citation in parentheses)

*but* On January 25 (we had commenced on December 26, 1957) the work was finished. (Not a citation or reference in text)

**10.46.** In narrow columns of tables, the names of months may be abbreviated even if standing alone.

**10.47.** The names of days of the week are preferably not abbreviated, but the following forms are used, if necessary, in lists or in narrow columns in tables:

Sun.	Wed.	Fri.
Mon.	Thurs.	Sat.
Tues.		

**Standard abbreviations.** (See also "Coined words and symbols," rule 10.49, p. 166.)

(For a comprehensive list of standard abbreviations of legal and other Latin phrases, see pp. 446-449; for similar abbreviations in other languages, see section on abbreviations in the language desired, pp. 387-492.)

**10.48.** If abbreviations are required, use these forms:

a., ampere; are	AFL-CIO, American Federation of Labor and Congress of Industrial Organizations
A., angstrom	AID, Agency for International Development (formerly ICA)
AA, antiaircraft	a.k.a., also known as
AAA, antiaircraft artillery	Ala., Alabama
A.B. or B.A., bachelor of arts	A.L.R., American Law Reports
abbr., abbreviation	AM (no periods), amplitude modulation
ABC, atomic, biological, and chemical	A.M. (anno mundi), in the year of the world
abs., absolute; abstract	A.M. or M.A., master of arts
a.c., alternating current	a.m. (ante meridiem), before noon
acct., account	A.M.C., American Maritime Cases
ACTH, adrenocorticotropic hormone	Am. Dec., American Decisions
A.D. (anno Domini), in the year of our Lord	AMG, Allied Military Government
Adj., adjutant	Am. Repts., American Reports
Adj. Gen., Adjutant General	AMVETS, American Veterans of World War II; Amvet(s) (individual)
Adm., admiral	antilog (no period), antilogarithm
AEC, Atomic Energy Commission	API, American Petroleum Institute
AEF, American Expeditionary Forces	APO (no periods), Army post office
AF, audiofrequency	
AFB, and similar military symbols (with name), Air Force Base	
Alc., airman, first class	

app., apps., appendix, appendixes	c., cycle (kc. only); curie
App. D.C., District of Columbia App- eal Cases	¢, c., ct., cent(s)
App. Div., Appellate Division	ca. (circa), about; centiare
APPR, Army package power reactor	CAB, Civil Aeronautics Board
approx., approximately	Calif., California
Apr., April	c. and s.c., caps and small caps
ARC, American Red Cross	Capt., captain
Ariz., Arizona	CARE, Cooperative for American Re- mittances to Everywhere, Inc.
Ark., Arkansas	c.b.d., cash before delivery
ARPA, Advanced Research Projects Agency	cc., cubic centimeter
art., article	C.C.A., Circuit Court of Appeals
ASME, American Society of Mechan- ical Engineers	CCC, Commodity Credit Corporation
A.S.N., Army service number	C. Cls., Court of Claims
Asst. Surg., assistant surgeon	C. Cls. R., Court of Claims Reports
A.s.t., Atlantic standard time	C.C.P.A., Court of Customs and Patent Appeals
ASTM, American Society for Testing Materials	CCR, Commission on Civil Rights
A.t., Atlantic time	cd.-ft., cord-foot
Atl., Atlantic Reporter; A. (2d), At- lantic Reporter, second series	C.E., Common Era
atm., atmosphere	CEA, Council of Economic Advisers
at. wt., atomic weight	cf. (confer), compare, or see
Aug., August	c.f.m., cubic feet per minute
AUS, Army of the United States	CFR, Code of Federal Regulations
avdp., avoirdupois	CFR Supp., Code of Federal Regula- tions Supplement
Ave., avenue	c.f.s., cubic feet per second
a.w.l., absent with leave	cg., centigram
a.w.o.l., absent without official leave	ch., chapter
B., Baumé	c.-h., candle-hour
BAE, Bureau of Agricultural Eco- nomics	CIA, Central Intelligence Agency
bbl., barrel	CIC, Counterintelligence Corps
B.C., before Christ	c.i.f., cost, insurance, and freight
BCG (bacillus Calmette-Guérin), anti- tuberculosis vaccine	C.J. (corpus juris), body of law; Chief Justice
bd. ft., board foot	cl., centiliter
BDSA, Business and Defense Services Administration	c.m., circular mil (wire measure)
BEC, Bureau of Employees' Compen- sation	cm., centimeter
Bev., billion electron volts	cm. <sup>2</sup> , square centimeter
bf., boldface	cm. <sup>3</sup> , cubic centimeter
b. hp., brake horsepower	CO, commanding officer
BIS, Bank for International Settle- ments	Co., company
Blatch. Pr. Cas., Blatchford's Prize Cases	c.o.d., cash on delivery
Bldg., building	Col., colonel
B. Lit(t). or Lit(t). B., bachelor of literature	col., column
BLS, Bureau of Labor Statistics	Colo., Colorado
Blvd., boulevard	Comdr., commander
b.m., board measure	Comp. Dec., Comptroller's Decisions (Treasury)
b.o., buyer's option	Comp. Gen., Comptroller General De- cisions
b.p., boiling point	con., continued
b.p.d., barrels per day	conelrad, control of electromagnetic radiation (civil defense)
Brig. Gen., brigadier general	Conn., Connecticut
B.S. or B. Sc., bachelor of science	Corp., corporation
B.t.u., British thermal unit	cos (no period), cosine
bu., bushel	cosh (no period), hyperbolic cosine
bull., bulletin	cot (no period), cotangent
Bvt., brevet	coth (no period), hyperbolic cotangent
C., Celsius <sup>1</sup> (also centigrade)	cp., candlepower
	c.p., chemically pure
	C.P.A., certified public accountant
	CPI, Consumer Price Index
	Cpl., corporal
	c.p.m., cycles per minute
	c.p.s., cycles per second=Hertz (Hz)

<sup>1</sup> Preferred form approved by Ninth General Con-  
ference on Weights and Measures, October 1948.

- Cr., Cranch (U.S. Supreme Court Reports)  
 cr., credit; creditor  
 CRP, C-reactive protein  
 csc (no period), cosecant  
 csch (no period), hyperbolic cosecant  
 CSS, Commodity Stabilization Service  
 c.s.t., central standard time  
 Ct., court  
 c.t., central time  
 cu. ft., cubic foot  
 cu. in. or in.<sup>3</sup>, cubic inch  
 CWO, chief warrant officer  
 cwt., hundredweight  
 C.Z., Canal Zone  
 d., dyne; pence  
 Dall., Dallas (U.S. Supreme Court Reports)  
 DAR, Daughters of the American Revolution  
 DATA, Defense Air Transportation Administration  
 db (no period), decibel  
 dbu (no period), decibel unit  
 d.b.a., doing business as  
 d.b.h., diameter at breast height  
 d.c., direct current  
 D.C., District of Columbia  
 D.D., doctor of divinity  
 D.D.S., doctor of dental surgery  
 DDT, dichlorodiphenyltrichloroethane  
 Dec., December  
 Del., Delaware  
 DEW, distant early warning (DEWline)  
 dg., decigram  
 Dist. Ct., District Court  
 dkg., dekagram  
 dkl., dekaliter  
 dkm., dekameter  
 dkm.<sup>2</sup>, square dekameter  
 dkm.<sup>3</sup>, cubic dekameter  
 dl., deciliter  
 DLF, Development Loan Fund  
 D. Lit(t). or Lit(t). D., doctor of literature  
 dm., decimeter  
 dm.<sup>2</sup>, square decimeter  
 dm.<sup>3</sup>, cubic decimeter  
 DMB, Defense Mobilization Board  
 do. (ditto), the same  
 dol., \$, dollar  
 doz., dozen  
 DP (no periods), displaced person  
 D.P.H., doctor of public health  
 D.P. Hy., doctor of public hygiene  
 dr., debit; debtor; dram  
 Dr., doctor; drive  
 DV, distinguished visitor (Air Force) (see also VIP)  
 D.V.M., doctor of veterinary medicine  
 d.w.t., deadweight tons  
 dwt., pennyweight  
 E., east  
 e., erg  
 Ecosoc, Economic and Social Council  
 e.d.t., eastern daylight time  
 ed., eds., edition, editions  
 EEE, eastern equine encephalitis  
 e.g. (exempli gratia), for example  
 EHF (no periods), extremely high frequency  
 8°, octavo  
 e.m.f., electromotive force  
 Ens., ensign  
 e.o.m., end of month  
 ERP, European recovery program  
 e.s.t., eastern standard time  
 e.s.u., electrostatic unit  
 et seq., and the following  
 e.t., eastern time  
 et al. (et alii), and others  
 etc. (et cetera), and so forth  
 Euratom, European Atomic Energy Community  
 Ex. Doc. (with letter), executive document  
 F., Fahrenheit  
 f., farad  
 f., ff., and following page (pages)  
 FAA, Federal Aviation Agency  
 FAO, Food and Agriculture Organization  
 f.a.s., free alongside ship  
 FAS, Foreign Agricultural Service  
 FCA, Farm Credit Administration  
 FCC, Federal Communications Commission  
 FDA, Food and Drug Administration  
 FDIC, Federal Deposit Insurance Corporation  
 Feb., February  
 Fed., Federal Reporter; F. (2d), Federal Reporter, second series  
 FHA, Federal Housing Administration; Farmers Home Administration  
 FHLBB, Federal Home Loan Bank Board  
 FICA, Federal Insurance Contributions Act  
 fig., figure  
 1st Lt., first lieutenant  
 1st Sgt., first sergeant  
 Fla., Florida  
 FLSA, Fair Labor Standards Act  
 FM (no periods), frequency modulation  
 FMB, Federal Maritime Board  
 FMCS, Federal Mediation and Conciliation Service  
 FNMA, Federal National Mortgage Association (Fannie Mae)  
 fo, folio  
 f.o.b., free on board  
 4°, quarto  
 FPC, Federal Power Commission  
 FPIS, forward propagation ionospheric scatter  
 f.p.m., feet per minute  
 FPO (no periods), fleet post office  
 f.p.s., feet per second; frames per second  
 FPV, free piston vessel  
 F.R., Federal Register  
 Fri., Friday  
 F.R.S., Fellows of the Royal Society  
 FRS, Federal Reserve System

- FS, Forest Service  
 FSA, Federal Security Agency  
 F. Supp., Federal Supplement  
 ft., foot  
 ft. b.m., feet board measure  
 ft.-c., foot-candle  
 FTC, Federal Trade Commission  
 ft.-l., foot-lambert  
 ft.-lb., foot-pound  
 g., gram; gravity  
 Ga., Georgia  
 gal., gallon  
 GAO, General Accounting Office  
 GAR, Grand Army of the Republic  
 GARIOA, Government and Relief in Occupied Areas  
 GAW, guaranteed annual wage  
 GCA (no periods), ground control approach  
 g.c.d., greatest common divisor  
 GCI (no periods), ground control intercept  
 G.c.t., Greenwich civil time  
 Gen., general  
 GI, general issue; Government issue  
 G.m.a.t., Greenwich mean astronomical time  
 G.M. & S., general, medical, and surgical  
 G.m.t., Greenwich mean time  
 GNP, gross national product  
 Gov., governor  
 g.p.m., gallons per minute  
 g.p.s., gallons per second  
 gr., grain; gross  
 gr. wt., gross weight  
 GSA, General Services Administration  
 GTS, gas turbine ship  
 h., henry  
 ha., hectare  
 H.C., House of Commons  
 h.c.f., highest common factor  
 H. Con. Res. (with number), House concurrent resolution  
 H. Doc. (with number), House document  
 HE (no periods), high explosive  
 HEW, Department of Health, Education, and Welfare  
 HF (no periods), high frequency  
 hg., hectogram  
 HHFA, Housing and Home Finance Agency  
 H.J. Res. (with number), House joint resolution  
 H.L., House of Lords  
 hl., hectoliter  
 hm., hectometer  
 hm.<sup>2</sup>, square hectometer  
 hm.<sup>3</sup>, cubic hectometer  
 Hosp. Sgt., hospital sergeant  
 Hosp. Steward, hospital steward  
 How., Howard (U.S. Supreme Court Reports)  
 hp., horsepower  
 hp.-hr., horsepower-hour  
 H.R. (with number), House bill  
 hr., hour  
 H. Rept. (with number), House report  
 H. Res. (with number), House resolution  
 IADB, Inter-American Defense Board  
 IAEA, International Atomic Energy Agency  
 ibid. (ibidem), in the same place  
 ICBM, intercontinental ballistic missile  
 ICC, Interstate Commerce Commission  
 id. (idem), the same  
 IDA, International Development Association  
 i.e. (id est), that is  
 IF (no periods), intermediate frequency  
 IFC, International Finance Corporation  
 IFF (no periods), identification, friend or foe  
 i. hp., indicated horsepower  
 Ill., Illinois  
 ILO, International Labor Organization  
 IMCO, Intergovernmental Maritime Consultative Organization  
 in., inch  
 Inc., incorporated  
 Ind., Indiana  
 in.-lb., inch-pound  
 Insp. Gen., Inspector General  
 I O U (spaces, no periods), I owe you  
 IQ, intelligence quotient  
 IRAC, Interdepartment Radio Advisory Committee  
 IRBM, intermediate range ballistic missile  
 IRE, Institute of Radio Engineers  
 IRO, International Refugee Organization  
 IRS, Internal Revenue Service  
 ITO, International Trade Organization  
 ITU, International Telecommunication Union; International Typographical Union  
 j., joule  
 Jan., January  
 jato (no periods), jet-assisted takeoff  
 J.D. (jurum doctor), doctor of laws  
 jg., junior grade  
 Jr., junior  
 Judge Adv. Gen., Judge Advocate General  
 K., Kelvin  
 Kans., Kansas  
 kc., kilocycle  
 k.c.p.s., kilocycles=kiloHertz (kHz)  
 K.C.B., Knight Commander of the Bath  
 Kev., kilo electron volts  
 kg., kilogram  
 kl., kiloliter  
 km., kilometer  
 km.<sup>2</sup>, square kilometer  
 km.<sup>3</sup>, cubic kilometer  
 kt., carat; kiloton  
 kv., kilovolt  
 kv.-a., kilovolt-ampere  
 kw., kilowatt  
 kw.-hr., kilowatt-hour  
 Ky., Kentucky

- l., liter  
 La., Louisiana  
 lat., latitude  
 lb., pound  
 lb. ap., pound, apothecary's  
 lb. av., pound, avoirdupois  
 lc., lowercase  
 l.c.l., less-than-carload lot  
 l.c.m., least common multiple  
 l.c.t., long calcined ton  
 l.d.t., long dry ton  
 L. Ed., Lawyer's edition (U.S. Supreme Court Reports)  
 lf., lightface  
 LF (no periods), low frequency  
 LL.B., bachelor of laws  
 LL.D., doctor of laws  
 loc. cit. (loco citato), in the place cited  
 log (no period), logarithm  
 long., longitude  
 lorán (no periods), long-range navigation  
 lox (no periods), liquid oxygen  
 LPG, liquefied petroleum gas  
 L.S. (locus sigilli), place of the seal  
 l.s.t., local standard time  
 l.t., local time  
 Lt., lieutenant  
 Lt. Col., lieutenant colonel  
 Lt. Comdr., lieutenant commander  
 Ltd., limited  
 Lt. Gen., lieutenant general  
 Lt. Gov., lieutenant governor  
 Lt. (jg.), lieutenant (junior grade)  
 l.w.l., load waterline  
 l.w.m., low watermark  
 M., monsieur; MM., messieurs  
 m., meter; (meridies), noon  
 M (no period), thousand  
 M, more  
 ma., milliamperes  
 m.<sup>2</sup>, square meter  
 m.<sup>3</sup>, cubic meter  
 MA, Maritime Administration  
 m.a.f., moisture and ash free (coal)  
 MAG, Military Advisory Group  
 Maj., major  
 Maj. Gen., major general  
 Mar., March  
 Mass., Massachusetts  
 MATS, Military Air Transport Service  
 mb., millibar  
 M b.m., thousand (feet) board measure  
 mc., megacycle  
 m.c.p.s., megacycles per second = Mega-Hertz (MHz)  
 m.c.p.s., millicycles per second = milli-Hertz (mHz)  
 M (no period) c.f., thousand cubic feet  
 M.D., doctor of medicine  
 Md., Maryland  
 MDAP, mutual defense assistance program  
 memo (no period), memorandum  
 meq., milliequivalent  
 Mev., million electron volts  
 MF (no periods), medium frequency  
 mf., millifarad  
 mg., milligram  
 mG, milligauss  
 m.g.d., million gallons per day  
 mh., millihenry  
 Mich., Michigan  
 min., minute  
 Minn., Minnesota  
 Misc. Doc. (with number), miscellaneous document  
 Miss., Mississippi  
 ml., milliliter  
 Mlle., mademoiselle  
 mm., millimeter  
 mm.<sup>2</sup>, square millimeter  
 mm.<sup>3</sup>, cubic millimeter  
 Mme., madam  
 Mmes., mesdams  
 m.m.f., magnetomotive force  
 mmfd., micromicrofarad  
 Mo., Missouri  
 mo., month  
 mol. wt., molecular weight  
 Mon., Monday  
 Mont., Montana  
 MOS, military occupational specialty  
 M.P., Member of Parliament  
 MP (no periods), military police  
 m.p., melting point  
 m.p.h., miles per hour  
 mr., milliroentgen  
 Mr., mister  
 Mrs., mistress  
 ms., megasecond  
 M.S., master of science  
 MS, motorship  
 MS., MSS., manuscript, manuscripts  
 msec., millisecond  
 Msgr., monsignor  
 M. Sgt., master sergeant  
 m.s.l., mean sea level  
 m.s.t., mountain standard time  
 mt., megaton  
 m.t., mountain time  
 MV, motor vessel  
 MWD/T, megawatt-days per ton  
 MWE, megawatts electrical  
 mμ, millimicron  
 μ, micron  
 μa., microampere  
 μf., microfarad (one-millionth of a farad)  
 μg., microgram  
 μsec., microsecond  
 μv., microvolt  
 μw., microwatt  
 μ<sup>2</sup>, square micron  
 μ<sup>3</sup>, cubic micron  
 μμ, micromicron (one-millionth of a micron)  
 μμf., micromicrofarad (one-millionth of a millionth part)  
 mya., myriare  
 myg., myriagram  
 myl., myrialiter  
 mym., myriameter  
 N., north  
 N, normal  
 NA, not available  
 NAC, national agency check  
 NASA, National Aeronautics and Space Administration

NATO, North Atlantic Treaty Organization	ph., phase
NBS, National Bureau of Standards	PHA, Public Housing Administration
N.C., North Carolina	Phar. D., doctor of pharmacy
N. Dak., North Dakota	Ph. B. or B. Ph., bachelor of philosophy
NE., northeast	Ph. D. or D. Ph., doctor of philosophy
Nebr., Nebraska	Ph. G., graduate in pharmacy
n.e.c., not elsewhere classified	PHS, Public Health Service
n.e.s., not elsewhere specified	pk., peck
Nev., Nevada	Pl., place
N.F., National Formulary	pl., plate; plural
n.-f.e., nitrogen-free extract	p.m. (post meridiem), afternoon
N.H., New Hampshire	PO, petty officer
N.J., New Jersey	p.o.d., pay on delivery
n.l., natural log or logarithm	p.o.r., pay on return
NLRB, National Labor Relations Board	POW (no periods), prisoner of war
N. Mex., New Mexico	PP (no periods), pellagra preventive (factor)
No., Nos., number, numbers	PPI (no periods), plan position indicator
n.o.i.b.n., not otherwise indexed by name	p.p.i., policy proof of interest
n.o.p., not otherwise provided (for)	p.p.m., parts per million
n.o.s., not otherwise specified	p.q., previous question
Nov., November	P.R., Puerto Rico
NOVS, National Office of Vital Statistics	Private Res. (with number), private resolution
NS, nuclear ship	Prof., professor
NSA, National Shipping Authority	pro tem (pro tempore), temporarily
NSC, National Security Council	P.S. (post scriptum), postscript
NSF, National Science Foundation	p.s.f., pounds per square foot
n.s.p.f., not specifically provided for	p.s.i., pounds per square inch
N.W., northwest	p.s.i.a., pounds per square inch absolute
N.Y., New York	p.s.i.g., pounds per square inch gage
OASI, old-age and survivors insurance	P.s.t., Pacific standard time
OCD, Office of Civil Defense	P.t., Pacific time
Oct., October	pt., part; pint
OD, officer of the day	PTA (no periods), parent-teachers' association
o.d., olive drab	p.t.o., please turn over
OEP, Office of Emergency Planning	Public Res. (with number), public resolution
OIT, Office of International Trade	Pvt., private
OK, OK'd, OK'ing, OK's	PX (no periods), post exchange
Okla., Oklahoma	q., qq., question, questions
Op. Atty. Gen., Opinions of the Attorney General	ql., quintal
op. cit. (opere citato), in the work cited	Q.M. Gen., Quartermaster General
Orderly Sgt., orderly sergeant	Q.M. Sgt., quartermaster sergeant
Ord. Sgt., ordnance sergeant	QT, on the quiet
Oreg., Oregon	qt., quart
OSD, Office of the Secretary of Defense	R., Reaumur
OTC, Organization for Trade Cooperation	racon (no period), radar beacon
oz., ounce	radar (no period), radio detection and ranging
p., pp., page, pages	Rand Corp. (research and development)
Pa., Pennsylvania	R. & D., research and development
PA (no periods), public-address system	ratio, rocket-assisted takeoff
Pac., Pacific Reporter; P. (2d), Pacific Reporter, second series	RB, Renegotiation Board
par., paragraph	Rd., road
Passed Asst. Surg., passed assistant surgeon	RDB, Research and Development Board
PBS, Public Buildings Service	REA, Rural Electrification Administration
pet., percent	Rear Adm., rear admiral
Pet., Peters (U.S. Supreme Court Reports)	r.e.p., roentgen equivalent physical
pF, water energy (p, logarithm; F, frequency)	Rev., reverend
Pfc., private, first class	Rev. Stat., Revised Statutes
Ph, phenyl	RF (no periods), radiofrequency
pH, hydrogen-ion concentration	R.F.D., rural free delivery

- Rh, Rhesus (blood factor)  
 R.I., Rhode Island  
 r.m.s., root mean square  
 ROP, run of paper  
 ROTC, Reserve Officers' Training Corps  
 r.p.m., revolutions per minute  
 r.p.s., revolutions per second  
 RR., railroad  
 RRB, Railroad Retirement Board  
 Rt. Rev., right reverend  
 Ry., railway  
 s., shilling  
 S., south; Senate bill (with number)  
 SAC, Strategic Air Command  
 SACEUR, Supreme Allied Commander Europe  
 SAE, Society of Automotive Engineers  
 SAGE, semiautomatic ground environment  
 s. and s.c., sized and supercalendered  
 SAR, Sons of the American Revolution  
 Sat., Saturday  
 SBA, Small Business Administration  
 sc. (scilicet), namely (see also ss)  
 s.c., sized and calendered; small caps; single circuit (electrical)  
 S.C., South Carolina  
 SCAP, Supreme Commander for the Allied Powers (Japan)  
 S. Con. Res. (with number), Senate concurrent resolution  
 s.d. (sine die), without date  
 S. Dak., South Dakota  
 S. Doc. (with number), Senate document  
 SE., southeast  
 SEATO, Southeast Asia Treaty Organization  
 SEC, Securities and Exchange Commission  
 sec., second; section  
 sec (no period), secant  
 sec.-ft., second-foot  
 sech (no period), hyperbolic secant  
 2d, 3d, second, third  
 2d Lt., second lieutenant  
 Slc., seaman, first class  
 Sept., September  
 ser., series  
 Sf, Svedberg flotation  
 Sfc., sergeant, first class  
 Sgt., sergeant  
 SHAPE, Supreme Headquarters Allied Powers (Europe)  
 SHF (no periods), superhigh frequency shoran (no period), short range (radio)  
 s. hp., shaft horsepower  
 sic (no period), thus  
 sin (no period), sine  
 sinh (no period), hyperbolic sine  
 S.J. Res. (with number), Senate joint resolution  
 s.o., seller's option  
 sofar (no period), sound fixing and ranging  
 sonar (no period), sound, navigation and ranging  
 SOP, standard operating procedure  
 S O S (spaces, no periods), wireless distress signal  
 s.p. (sine prole), without issue  
 SP (no periods), shore patrol  
 SPAR, Coast Guard Women's Reserve  
 sp. gr., specific gravity  
 Sp3c., specialist, third class  
 Sq., square (street)  
 sq. in. or in.<sup>2</sup>, square inch  
 Sr., senior  
 S. Rept. (with number), Senate report  
 S. Res. (with number), Senate resolution  
 SS, steamship  
 ss (no period) (scilicet), namely (in law) (see also sc.)  
 SSA, Social Security Administration  
 S.S.F., standard Saybolt furol  
 S. Sgt., staff sergeant  
 SSS, Selective Service System  
 S.S.U., standard Saybolt universal  
 St., Ste., SS., Saint, Sainte, Saints  
 St., street  
 Stat., Statutes at Large  
 std. c.f., standard cubic foot (feet)  
 subch., subchapter  
 subpar., subparagraph  
 subsec., subsection  
 Sun., Sunday  
 SUNFED, Special United Nations Fund for Economic Development  
 Sup. Ct., Supreme Court Reporter  
 supp., supplement  
 Supp. Rev. Stat., Supplement to the Revised Statutes  
 Supt., superintendent  
 Surg., surgeon  
 Surg. Gen., Surgeon General  
 S.U.S., Saybolt universal second(s)  
 SW., southwest  
 S.W. (2d), Southwestern Reporter, second series  
 T., Tps., township, townships  
 tan (no period), tangent  
 tanh (no period), hyperbolic tangent  
 TB (no periods), tuberculosis  
 tbsp., tablespoonful  
 T.D., Treasury Decisions  
 TDN, total digestible nutrients  
 Tenn., Tennessee  
 Ter., terrace  
 Tex., Texas  
 Thurs., Thursday  
 t.l.o., total loss only  
 t.m., true mean  
 t.m.w., thermal megawatt  
 TNT (no periods), trinitrotoluol  
 T2g., technician, second grade  
 T. Sgt., technical sergeant  
 tsp., teaspoonful  
 Tues., Tuesday  
 TV, television  
 TVA, Tennessee Valley Authority  
 Twad., Twaddell  
 2,4-D, insecticide  
 uc., uppercase  
 UHF (no periods), ultrahigh frequency  
 UMTS, Universal Military Training Service (or System)

U.N., United Nations	Vice Adm., vice admiral
UNESCO, United Nations Educational, Scientific, and Cultural Organization	VIP (no periods), very important person (see also DV)
UNICEF, United Nations Children's Fund	viz (no period) (videlicet), namely
URA, Urban Renewal Administration	VLF (no periods), very low frequency vol., volume
U.S., U.S. Supreme Court Reports	Vt., Vermont
U.S.A., United States of America	W., west
USA, U.S. Army	w., watt
USAF, U.S. Air Force	WAC, Women's Army Corps; a Wac w.a.e., when actually employed
USAREUR, U.S. Army, Europe	WAF, Women in the Air Force; a Waf
U.S.C., United States Code	Wall., Wallace (U.S. Supreme Court Reports)
U.S.C.A., United States Code Annotated	Wash., Washington
U.S.C. Supp., United States Code Supplement	WAVES, women accepted for volunteer emergency service; a Wave
USCG, U.S. Coast Guard	Wed., Wednesday
USES, U.S. Employment Service	wf (no periods), wrong font
U.S. 40, U.S. No. 40, U.S. Highway No. 40	Wheat., Wheaton (U.S. Supreme Court Reports)
USIA, U.S. Information Agency	WHO, World Health Organization
USMC, U.S. Marine Corps	w.-hr., watt-hour
USN, U.S. Navy	w.i., when issued
USNR, U.S. Naval Reserve	Wis., Wisconsin
U.S.P., United States Pharmacopeia	WMAL, WRC, etc., radio stations
U.S.S., U.S. Senate; U.S. ship	WO, warrant officer
U.S.S.R., Union of Soviet Socialist Republics	WO (jg.), warrant officer (junior grade)
u.t., universal time	w.o.c., without compensation
v., volt	W. Va., West Virginia
v. or vs. (versus), against	Wyo., Wyoming
Va., Virginia	Yale L.J., Yale Law Journal
VA, Veterans' Administration	yd., yard
VAR, visual-aural range	yr., year
VHF (no periods), very high frequency	
V.I., Virgin Islands	

### Coined words and symbols

**10.49.** To obtain uniform treatment in the formation of coined words and symbols, the following formula, which conforms to current usage, will be applied:

When only first letter of each word is used to make up symbol, use all caps:  
 APPR (Army package power reactor)  
 MAG (Military Advisory Group)

When proper names are used in shortened form any word of which uses more than first letter of each word, use caps and lowercase:  
 Pepco (Potomac Electric Power Co.)  
 Inco (International Nickel Co.)  
 Arameco (Arabian-American Oil Co.)

In common-noun combinations made up of more than first letter of lower-cased words, use lowercase:  
 loran (*long-range navigation*)  
 sonar (*sound navigation ranging*)

**10.50.** The words *infra* and *supra* are not abbreviated.

**10.51.** Even in commercial correspondence do not abbreviate *instant*, *proximo*, and *ultimo*.

### Terms of measure

**10.52.** Compass directions are abbreviated as follows:

N.	E.	S.	W.	10° N. 25° W.
NE.	SW.	NNW.	ESE.	NW. by N. ¼ W.



**10.53.** The words *latitude* and *longitude*, followed by figures, are abbreviated in parentheses, brackets, footnotes, sidenotes, tables, and leaderwork, and the figures are always closed up.

lat. 52°33'05'' N.

long. 13°21'10'' E.

**10.54.** Avoid breaking latitude and longitude figures at end of line; space out line instead. In case of an unavoidable break at end of line, use hyphen.

**10.55.** Temperature and gravity are expressed in figures and the degree mark is used. Note the following abbreviations:

C.,<sup>1</sup> Celsius <sup>2</sup> (also centigrade)  
F., Fahrenheit  
R., Reaumur  
K., Kelvin  
abs., absolute

B., Baumé  
API, American Petroleum Institute  
Twad., Twaddell  
32° F.<sup>1</sup>  
273.1° K.  
18° API

**10.56.** References to meridian in statements of time are abbreviated as follows:

10 a.m.

2:30 p.m. (use thin colon)

12 m. (noon)

12 p.m. (midnight)

**10.57.** The word *o'clock* is not used with abbreviations of time. (See rule 11.8b, p. 170.)

**10.58.** Metric abbreviations are set in lowercase, the same form being used for both singular and plural. The preferred abbreviation for *cubic centimeter* is *cc.*; use *cm.*<sup>3</sup> only when requested.

*Prefixes and their meaning*

m. milli = one-thousandth (0.001)  
c. centi = one-hundredth (0.01)  
d. deci = one-tenth (0.1)  
[The unit equals 1]  
dk. deka = ten (10)  
h. hecto = one hundred (100)  
k. kilo = one thousand (1,000)

*Metric units*

m. meter (for length)  
g. gram (for weight or mass)  
l. liter (for capacity)

*Length*

mym. myriameter  
km. kilometer  
hm. hectometer  
dkm. dekameter  
m. meter  
dm. decimeter  
cm. centimeter  
mm. millimeter  
 $\mu$  micron (0.001 mm.)  
m $\mu$  millimicron

*Area*

mya. myriare  
km.<sup>2</sup> square kilometer  
hm.<sup>2</sup> square hectometer  
dkm.<sup>2</sup> square dekameter  
m.<sup>2</sup> square meter  
dm.<sup>2</sup> square decimeter  
cm.<sup>2</sup> square centimeter  
mm.<sup>2</sup> square millimeter  
 $\mu^2$  square micron

*Volume*

km.<sup>3</sup> cubic kilometer  
hm.<sup>3</sup> cubic hectometer  
dkm.<sup>3</sup> cubic dekameter  
m.<sup>3</sup> cubic meter  
dm.<sup>3</sup> cubic decimeter  
cm.<sup>3</sup> cubic centimeter  
mm.<sup>3</sup> cubic millimeter  
 $\mu^3$  cubic micron

*Weight*

myg. myriagram  
kg. kilogram  
hg. hectogram  
dkg. dekagram  
g. gram  
dg. decigram  
cg. centigram  
mg. milligram  
 $\mu$ g. microgram

*Land area*

ha. hectare  
a. are  
ca. centiare

*Capacity of containers*

myl. myrialiter  
kl. kiloliter  
hl. hectoliter  
dkl. dekaliter  
l. liter  
dl. deciliter  
cl. centiliter  
ml. milliliter

<sup>1</sup> Without figures preceding it, ° C. or ° F. (note space) should be used only in boxheads and over figure columns in tables.

<sup>2</sup> See footnote 1 on p. 160.

10.59. A similar plan of abbreviation applies to any unit based on the metric system.

a. ampere	mho (not abbreviated)	mh. millihenry
A. angstrom	ohm (not abbreviated)	μf. microfarad (one-millionth of a farad)
c. cycle (kc. only)	v. volt	μμ micromicron (one-millionth of a micron)
d. dyne	w. watt	μf. micromicrofarad (one-millionth of a millionth)
e. erg	kc. kilocycle	
f. farad	kv. kilovolt	
h. henry	kv.-a. kilovolt-ampere	
j. joule	kw. kilowatt	
mc. megacycle	mf. millifarad	

10.60. The following forms are used when units of English weight and measure and units of time are abbreviated, the same form of abbreviation being used for both singular and plural:

<i>Length</i>		<i>Area and volume</i>
in., inch		sq. in., in. <sup>2</sup> , square inch
ft., foot		cu. in., in. <sup>3</sup> , cubic inch
yd., yard		sq. mile(s), square mile(s)
mile(s), not abbreviated		cu. ft., cubic foot
<i>Time</i>	<i>Weight</i>	<i>Capacity</i>
yr., year	gr., grain	gill(s), not abbreviated
mo., month	dr., dram	pt., pint
day, not abbreviated	oz., ounce	qt., quart
hr., hour	lb., pound	gal., gallon
min., minute	cwt., hundredweight	pk., peck
sec., second	dwt., pennyweight	bu., bushel
	ton(s), not abbreviated	bbl., barrel

10.61. In astrophysical and similar scientific matter, magnitudes and units of time may be expressed as follows, if so written in copy. (See also "Clock time," rule 11.8b, p. 170.)

2<sup>m</sup>35<sup>b</sup>3<sup>m</sup>9<sup>a</sup>4.5<sup>b</sup>

## Money

10.62. The following are some of the abbreviations and symbols used for indicating money:

\$, dol. (dollar)	₱ (peso)
c., ct., ¢ (cent, cents)	£ (pound)
T£175 (Turkish)	s. (shilling)
US\$15,000	d. (pence)
Mex\$2,650	£12 16s. 8d. (not 12/16/8)

Use "US\$" if omission, in relatively rare instances, would result in confusion.

(For the abbreviations of other terms indicating foreign money, see p. 250.)

## 11. NUMERALS

(See also Tabular Work; Leaderwork)

**11.1.** Most rules for the use of numerals are based on the general principle that the reader comprehends numerals more readily than numerical word expressions, particularly in technical, scientific, or statistical matter. However, for special reasons numbers are spelled out in indicated instances.

**11.2.** The following rules cover the most common conditions that require a choice between the use of numerals and words. Some of them, however, are based on typographic appearance rather than on the general principle stated above.

**11.3.** Arabic numerals are generally preferable to Roman numerals.

### NUMBERS EXPRESSED IN FIGURES

**11.4.** A figure is used for a number of 10 or more with the exception of the first word of the sentence. Numbers under 10 are to be spelled, except for time, measurement, and money. (See also rules 11.8, p. 170; 11.24, p. 173.)

50 ballots  
10 guns

24 horses  
nearly 10 miles

about 40 men  
10 times as large

Each of 15 major commodities (nine metal and six nonmetal) was in supply. Petroleum came from 16 fields, of which eight were discovered in 1956.

That man has three suits, two pairs of shoes, and 12 pairs of socks.

Of the 13 engine producers, six were farm equipment manufacturers, six were principally engaged in the production of other types of machinery, and one was not classified in the machinery industry.

There were three six-room houses, five four-room houses, and three two-room cottages, and they were built by 20 men. (See rule 11.22, p. 173.)

There were three six-room houses, five four-room houses, and three two-room cottages, and they were built by nine men.

Only four companies in the metals group appear on the list, whereas the 1947 census shows at least 4,400 establishments.

*but* If two columns of sums of money add or subtract one into the other and one carries points and ciphers, the other should also carry points and ciphers.

At the hearing, only one Senator and one Congressman testified.

There are four or five things which can be done.

**11.5.** A unit of measurement, time, or money (as defined in rule 11.8, p. 170) is always expressed in figures.

Each of the five girls earned 75 cents an hour.

Each of the 15 girls earned 75 cents an hour.

A team of four men ran the 1-mile relay in 3 minutes 20 seconds.

This usually requires from two to five washes and a total time of 2 to 4 hours.

This usually requires nine to 12 washes and a total time of 2 to 4 hours.

The contractor, one engineer, and one surveyor inspected the 1-mile road.

*but* There were two six-room houses, three four-room houses, and four two-room cottages, and they were built by nine men in thirty 5-day weeks. (See rule 11.22, p. 173.)

### 11.6. Figures are used for serial numbers.

Bulletin 725	290 U.S. 325
Document 71	Genesis 39: 20 (full space after colon)
pages 352-357	Metropolitan 5-9020 (telephone number)
lines 5 and 6	the year 1931
paragraph 1	1721-1727 St. Clair Avenue
chapter 2	<i>but</i> Letters Patent No. 2,189,463

### 11.7. A colon preceding figures does not affect their use.

The result was as follows: 12 voted yea, four dissented.

The result was as follows: nine voted yea, four dissented.

## Measurement and time

### 11.8. Units of measurement and time are expressed in figures.

#### a. Age:

6 years old  
52 years 10 months 6 days  
a 3-year-old

#### b. Clock time (see also Time):

4:30 p.m. (use thin colon)  
10 o'clock *or* 10 p.m. (*not* 10 o'clock p.m.; 2 p.m. in the afternoon;  
10:00 p.m.); 12 m. (noon); 12 p.m. (midnight)  
half past 4  
4<sup>h</sup>30<sup>m</sup> *or* 4.5<sup>h</sup>, in scientific work, if so written in copy  
0025, 2359 (astronomical and military time)

#### c. Dates:

June 1935; June 29, 1935 (*not* June, 1935, *nor* June 29th, 1935)  
March 6 to April 15, 1935 (*not* March 6, 1935, to April 15, 1935)  
May, June, and July 1935 (*but* June and July 1935)  
15 April 1951 (military)  
the 2d (*or* 3d) instant  
4th of July (*but* Fourth of July, meaning the holiday)  
the 1st [day] of the month (*but* the last of April or the first of May,  
not referring to specific days)

In referring to a fiscal year, consecutive years, or a continuous period of 2 years or more, when contracted, the forms 1906-38, 1931-32, 1801-2, 1875-79 are used (*but* 1895-1914, 1900-1901); for two or more separate years not representing a continuous period, a comma is used instead of a dash (1875, 1879); if the word *from* precedes the year or the word *inclusive* follows it, the second year is not shortened and the word *to* is used in lieu of the dash (from 1933 to 1936; 1935 to 1936, inclusive).

In dates, *A.D.* precedes the year (*A.D.* 937); *B.C.* follows the year (254 *B.C.*).

#### d. Decimals: In text a cipher should be supplied before a decimal point if there is no unit, and ciphers should be omitted after a decimal point unless they indicate exact measurement.

0.25 inch; 1.25 inches  
silver 0.900 fine  
specific gravity 0.9547  
gage height 10.0 feet

*but* .30 caliber (meaning 0.30  
inch, bore of small arms);  
30 calibers (length)

#### e. Degrees, etc. (spaces omitted):

longitude 77°04'06" E.  
latitude 49°26'14" N.  
35°30'; 35°30' N.  
a polariscopic test of 85°  
45.5° to 49.5° below zero  
an angle of 57°  
strike N. 16° E.

dip 47° W. *or* 47° N. 31° W.  
gravity 16.6° B.  
25.5' (preferred); *also* 25'.5 *or*  
25'.5, as in copy  
*but* two degrees of justice; 12  
degrees of freedom  
32d degree Mason

#### f. Market quotations:

4½-percent bonds  
Treasury bonds sell at 95  
Metropolitan Railroad, 109

gold is 109  
wheat at 2.30  
sugar, .03; *not* 0.03

#### g. Mathematical expressions:

multiplied by 3

divided by 6

**h. Measurements:**

7 meters	3 ems
about 10 yards	20/20 (vision)
8 by 12 inches	60 $\mu$
8- by 12-inch page	2,500 horsepower
2 feet by 1 foot 8 inches by	15 cubic yards
1 foot 3 inches	6-pounder
1½ miles	80 foot-pounds
6 acres	10s (for yarns and threads)
9 bushels	<i>but</i> tenpenny nail; fourfold;
1 gallon	three-ply; five votes; six
	bales (see also rule 11.23)

**i. Money:**

\$3.65; \$0.75; 75 cents; 0.5 cent	£2 4s. 6d.
\$3 ( <i>not</i> \$3.00) per 200 pounds	T£175
75 cents apiece	65 yen
Rs32,25,644 (Indian rupees)	₹265
2.5 francs <i>or</i> fr2.5	

**j. Percentage:**

12 percent; 25.5 percent; 0.5 percent (*or* one-half of 1 percent)  
 3.65 bonds; 3.65s; 5-20 bonds; 5-20s; 4½s; 3s (see also rule 5.28, p. 71)  
 50-50 (colloquial expression)  
 5 percentage points

**k. Proportion:**

1 to 4  
 1:62,500 (equal space each side of colon)  
 1-3-5

**l. Time (see also Clock time):**

6 hours 8 minutes 20 seconds	<i>but</i> four centuries; three decades;
10 years 3 months 29 days	three quarters (9 months)
8 days	statistics of any one year
7 minutes	in a year or two
1 month	four afternoons

**m. Unit modifiers:**

5-day week	10-million-peso loan
8-year-old wine	a 5-percent increase
8-hour day	20th-century progress
10-foot pole	<i>but</i> two-story house
½-inch pipe	five-man board
5-foot-wide entrance	\$20 million airfield

**n. Game scores:**

1 up (golf)	7 to 6 (football), etc.
3 to 2 (baseball)	

**Ordinal numbers**

11.9. Except as indicated in rule 11.19, p. 173, and also for day preceding month, figures are used in text and footnotes to text for serial ordinal numbers beginning with *10th*. In tables, leaderwork, footnotes to tables and leaderwork, and in sidenotes, figures are used at all times. Military units are expressed in figures at all times when not the beginning of sentence, except *Corps*. (For ordinals in addresses, see rule 11.11, p. 172.)

29th of May, <i>but</i> May 29	77th Regiment
First Congress; 82d Congress	9th Naval District
ninth century; 20th century	7th Fleet
Second Congressional District;	7th Air Force
20th Congressional District	7th Task Force
seventh region; 17th region	<i>but</i> XII Corps (Army usage)
eighth parallel; 38th parallel	Court of Appeals for the Tenth
fifth ward; 12th ward	Circuit
ninth birthday; 66th birthday	Seventeenth Decennial Census
1st Army	(title)
2d Infantry Division	
323d Fighter Wing	

**11.10.** Ordinals and numerals appearing in a sentence are treated according to the separate rules dealing with ordinals and numerals standing alone or in a group. (See rules 11.4, p. 169; 11.9, p. 171; 11.24, p. 173.)

The fourth group contained three items.

The fourth group contained 12 items.

The eighth and 10th groups contained three and four items, respectively.

The eighth and ninth groups contained nine and 12 items, respectively.

**11.11.** Beginning with *10th*, figures are used in text matter for numbered streets, avenues, etc., but in tables, leaderwork, footnotes, and sidenotes, figures are used at all times, and *street, avenue, etc.*, are abbreviated. (See also rule 10.16, p. 155.)

First Street NW.; *also* in parentheses: (Fifth Street) (13th Street); 810 West 12th Street; North First Street; 1021 121st Street; 2031 18th Street North; 711 Fifth Avenue; 518 10th Avenue; 51-35 61st Avenue

## Fractions

(For spelled-out fractions, see rule 11.28, p. 174.)

**11.12.** Piece and em fractions ( $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $\frac{3}{4}$ ,  $\frac{3}{8}$ ,  $\frac{5}{8}$ ,  $\frac{7}{8}$ ,  $\frac{1}{2954}$ ) are used in text, but the shilling mark with full-sized figures ( $1/4$ ,  $1/2954$ ) may be used if specially requested. A comma should not be used in any part of a built-up fraction of four or more digits or in decimals.

**11.13.** Fractions are used in a unit modifier.

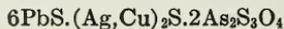
$\frac{1}{2}$ -inch pipe; *not* one-half-inch pipe       $\frac{1}{4}$ -mile run       $\frac{7}{8}$ -point rise

## Punctuation

**11.14.** The comma is used in a number containing four or more digits, except in serial numbers, common and decimal fractions, astronomical and military time, and kilocycles and meters of not more than four figures pertaining to radio.

## Chemical formulas

**11.15.** In chemical formulas full-sized figures are used before the symbol or group of symbols to which they relate, and inferior figures are used after the symbol. (See also rules 6.44, p. 79; 13.17, p. 179.)



## NUMBERS SPELLED OUT

**11.16.** Numerals are spelled out at the beginning of a sentence or head. Rephrase a sentence or head to avoid beginning with figures.

Five years ago \* \* \* ; *not* 5 years ago \* \* \*

Five hundred and fifty men are employed \* \* \* ; *not* 550 men are employed \* \* \*  
 "Five-Year Plan Announced"; *not* "5-Year Plan Announced" (head)

Although 1965 may seem far off, it \* \* \* ; *not* 1965 may seem far off, it \* \* \*

Government employees numbering 207,843 \* \* \* ; *not* 207,843 Government employees \* \* \*

Benefits amounting to \$69,603,566 \* \* \* ; *not* \$69,603,566 worth of benefits \* \* \*

**11.17.** In testimony, hearings, transcripts, and Q. and A. matter, figures are used immediately following Q. and A. or name of interrogator or witness for years (e.g., 1958), sums of money, decimals, street numbers, and for numerical expressions beginning with *101*.

Mr. SMITH. 1957 was a good year.

Mr. JONES. \$1 per share was the return. Two dollars in 1956 was the alltime high. Nineteen hundred and seventy-eight may be another story.

Mr. JONES. 92 cents.

Mr. SMITH. 12.8 people.  
 Mr. JONES. 1240 Pennsylvania Avenue.  
 Mr. SMITH. Ninety-eight persons.  
 Q. 101 years? *But* Q. One hundred years?  
 A. 200 years.  
 Mr. SMITH. Ten-year average would be how much?

**11.18.** A spelled-out number should not be repeated in figures, except in legal documents. In such instances these forms will be observed:

five (5) dollars, *not* five dollars (5)  
 ten dollars (\$10), *not* ten (\$10) dollars

**11.19.** Numbers mentioned in connection with serious and dignified subjects such as Executive orders, legal proclamations, and in formal writing are spelled out.

the Thirteen Original States  
 in the year nineteen hundred and forty-four  
 the Seventy-eighth Congress  
 millions for defense but not one cent for tribute  
 threescore years and ten

**11.20.** Numbers expressing time, money, or measurement separated from their unit descriptions by more than two words are spelled out if under 10.

two and more separate years	<i>but</i> 5 successive years
whether five or any number of years	4 calendar years
	6 hard-earned dollars
	5 up to 10 dollars

**11.21.** Numbers larger than 1,000, if spelled out, should be in the following form:

two thousand and twenty  
 one thousand eight hundred and fifty  
 one hundred and fifty-two thousand three hundred and five  
 eighteen hundred and fifty (serial number)

**11.22.** Numbers of less than 100 preceding a compound modifier containing a figure are spelled out.

two ¼-inch boards	three four-room houses
twelve 6-inch gus	<i>but</i> 120 8-inch boards

**11.23.** Indefinite expressions are spelled out.

the seventies; the early seventies; <i>but</i> the early 1870's or 1870's	twelvefold; fortyfold; hundredfold, twentyfold to thirtyfold
a thousand and one reasons	<i>but</i> 1 to 3 million
between two and three hundred	mid-1951
horses <sup>1</sup>	40-odd people; nine-odd people
midthirties	40-plus people
in the eighties, <i>not</i> the '80's	100-odd people
<i>nor</i> 80's	3½-fold; 250-fold; 2.5-fold; 41-fold

The words *nearly*, *about*, *around*, *approximately*, etc., do not constitute indefinite expressions.

**11.24.** Except as indicated in rule 11.8 (p. 170), a number less than 10 is spelled out within a sentence. (See rule 11.4, p. 169.)

six horses	<i>but</i> 3½ cans
five wells	2½ times or 2.5 times
eight times as large	

**11.25.** For typographic appearance and easy grasp of large numbers beginning with *million*, the word *million* or *billion* is used.

<sup>1</sup> Better: Between 200 and 300 horses.

The following are guides to treatment of figures as submitted in copy. If copy reads—

- \$12,000,000, *change to \$12 million*
- 2,750,000,000 dollars, *change to \$2,750 million*
- 2.7 million dollars, *change to \$2.7 million*
- 2¾ million dollars, *change to \$2¾ million*
- two and a half million dollars, *do not change to \$2½ million.*
- two and one-half million dollars, *change to \$2½ million*
- but \$2,700,000, do not change to \$2.7 million*
- also \$10 to \$20 million; 10 or 20 million; between 10 and 20 million; \$10 million or \$20 million; if in copy, follow*
- 4 millions of assets
- amounting to 4 millions
- \$1,270,000
- \$1,270,200,000
- \$2¾ billion; \$2.75 billion; \$2,750 million
- \$500,000 to \$1 million
- 300,000; *not* 300 thousand
- ½ billion to \$1¼ billion (note full figure with second fraction); \$1¼ to \$1½ billion.
- three-quarters of a billion dollars
- 5 or 10 billion dollars' worth (see rule 5.31, p. 71)

**11.26.** Related numbers close together at the beginning of a sentence are treated alike.

Fifty or sixty miles away is snowclad Mount McKinley.

**11.27.** Round numbers are spelled out.

- a hundred cows
- a thousand dollars
- a million and a half
- two thousand million dollars
- less than a million dollars

**11.28.** Fractions standing alone, or if followed by *of a* or *of an*, are generally spelled out. (See also rule 11.13, p. 172.)

- three-fourths of an inch; *not* ¾ inch *nor* ¾ of an inch
- one-half inch
- one-half of a farm; *not* ½ of a farm
- one-fourth inch
- or, if copy so reads:*
- three-quarters of an inch
- half an inch
- a quarter of an inch
- one-tenth
- one-hundredth
- two one-hundredths
- one-thousandth
- five one-thousandths
- thirty-five one-thousandths
- but* ½ to 1¼ pages
- ½-inch pipe
- ½-inch-diameter pipe
- 3½ cans; 2½ times

**ROMAN NUMERALS**

**11.29.** A repeated letter repeats its value; a letter placed after one of greater value adds to it; a letter placed before one of greater value subtracts from it; a dashline over a letter denotes multiplied by 1,000.

I.....	1	XXIX.....	29	LXXV.....	75	DC.....	600
II.....	2	XXX.....	30	LXXIX.....	79	DCC.....	700
III.....	3	XXXV.....	35	LXXX.....	80	DCCC.....	800
IV.....	4	XXXIX.....	39	LXXXV.....	85	CM.....	900
V.....	5	XL.....	40	LXXXIX.....	89	M.....	1,000
VI.....	6	XLV.....	45	XC.....	90	MD.....	1,500
VII.....	7	XLIX.....	49	XCV.....	95	MM.....	2,000
VIII.....	8	L.....	50	XCIX.....	99	MMM.....	3,000
IX.....	9	LV.....	55	C.....	100	MMMM or MV.....	4,000
X.....	10	LIX.....	59	CC.....	150	V.....	5,000
XV.....	15	LX.....	60	CCC.....	200	M.....	1,000,000
XIX.....	19	LXV.....	65	CCD.....	300		
XX.....	20	LXIX.....	69	CD.....	400		
XXV.....	25	LXX.....	70	D.....	500		

*Dates*

MDC.....	1600	MCMX.....	1910	MCML.....	1950
MDCC.....	1700	MCMXX.....	1920	MCMLX.....	1960
MDCCO.....	1800	MCMXXX.....	1930		
MCM or MDCCO.....	1900	MCMXL.....	1940		



## 12. ITALIC

(See also Courtwork; Symbols; Datelines, Addresses, and Signatures)

**12.1.** Italic is sometimes used to differentiate or to give greater prominence to words, phrases, etc. However, an excessive amount of italic defeats this purpose, and its use in general work should be restricted as indicated.

### Emphasis, foreign words, titles of publications

**12.2.** Italic is not used for mere emphasis, foreign words, or the titles of publications unless it is specially requested and the copy is edited therefor.

**12.3.** In nonlegal work, *ante*, *post*, *infra*, and *supra* are italicized only when part of a legal citation. Otherwise these terms, as well as the abbreviations *id.*, *ibid.*, *op. cit.*, *et seq.*, and other foreign words, phrases, and their abbreviations, are printed in roman. (See also rule 18.29, p. 230.)

**12.4.** When "emphasis supplied," "emphasis added," or "emphasis ours" appears in copy, it should not be changed; but "underscore supplied" should be changed to "italic supplied."

**12.5.** When copy is submitted with instructions to set "all roman (no italic)," these instructions will not apply to *Ordered*, *Resolved*, *Be it enacted*, etc.; titles following signatures or addresses; or the parts of datelines which are always set in italic.

### Names of vessels, aircraft, and spacecraft

**12.6.** The names of vessels and aircraft are italicized unless otherwise indicated; in lists set in columns and in stubs and reading columns of tables consisting entirely of names of vessels and aircraft, they will be set in roman. Manned and unmanned spacecraft and missiles will be caps and lowercase and will not be italicized.

SS *America*; the liner *America*  
the *Friendship*  
the Bermuda *Clipper*  
U.S.S. *Nautilus* (submarine)  
U.S.S. *Wisconsin*  
ex-U.S.S. *Savannah*  
USCGS (U.S. Coast and Geodetic Survey) ship *Pathfinder*  
USCG (U.S. Coast Guard) cutter *Thetis*; CG cutter *Thetis*  
the *U-7*  
destroyer *31*  
H.M.S. *Hornet*  
HS (hydrofoil ship) *Denison*

MS (motorship) *Richard*  
FPV (free piston vessel) *James*  
GTS (gas turbine ship) *Alexander*  
NS (nuclear ship) *Savannah*  
MV (motor vessel) *Havtroll*  
*Forrestal* (proposed name of vessel)  
the *Missouri's* (roman "s") turret  
the *U-7's* (roman "s") deck  
*West Virginia* class or type  
*but* B-50 (type of plane)  
LST-1155  
DD-822  
Mig; Mig-21

**12.7.** Names of vessels are quoted in matter printed in other than lowercase roman.

*Sinking of the "Lusitania"*  
SINKING OF THE "LUSITANIA"

*Sinking of the "Lusitania"*  
SINKING OF THE "LUSITANIA"

### Names of legal cases. (See rule 18.33, p. 231.)

**12.8.** The names of legal cases are italicized, except the *v.* When requested, the names of such cases may be set in roman with italic *v.*

"*The Hornet*" and "*The Hood*," 124  
 F. (2d) 45  
*Smith v. Brown et al.*  
*Smith Bros. case* (172 App. Div. 149)  
*Smith Bros. case, supra*  
*Smith Bros. case*  
 As cited in *Smith Bros.*

*John Doe v. Richard Roe*  
 but *John Doe against Richard Roe*  
 the *Cement case*  
 SMITH *v.* BROWN *ET AL.* (heading)  
 SMITH *v.* BROWN *ET AL.*  
 (heading)  
*Durham rule*

### Scientific names

12.9. The scientific names of genera, subgenera, species, and subspecies (varieties) are italicized, but are set in roman in italic matter; the names of groups of higher rank than genera (phyla, classes, orders, families, tribes, etc.) are printed in roman.

*A.s. perpallidus*  
*Tsuga canadensis*  
*Cypripedium parviflorum* var. *pubescens*  
 the genera *Quercus* and *Liriodendron*  
 the family Leguminosae  
*Measurements of specimens of Cyanoderma erythroptera neocara*

12.10. Quotation marks should be used in place of italic for scientific names appearing in lines set in caps, caps and small caps, or bold-face, even if there is italic type available in the series.

### Words and letters

12.11. The words *Resolved*, *Resolved further*, *Provided*, *Provided, however*, *Provided further*, *And provided further*, and *ordered*, in bills, acts, resolutions, and formal contracts and agreements are italicized; also the words *To be continued*, *Continued on p. —*, *Continued from p. —*, and *See* and *see also* (in indexes and tables of contents only).

*Resolved*, That (resolution)  
*Resolved by the Senate and House of Representatives of the United States of America in Congress assembled*, That  
 [To be continued] (centered; no period)  
 [Continued from p. 3] (centered; no period)  
*see also Mechanical data* (index entry)

12.12. All letters (caps, small caps, lowercase, superiors, and inferiors) used as symbols are italicized, but in italic matter roman letters are used. Chemical symbols (even in italic matter) and certain other standardized symbols are set in roman. (See also rules 6.44, p. 79, and 13.8, p. 177.)

$$n^{\text{th}} \text{ degree; } x \text{ dollars}$$

$$D \div 0.025 V_m^{2.7} = \frac{0.042}{G-1} V_m^{2.7}$$

$$5\text{Cu}_2\text{S}_2(\text{Cu,Fe,Zn})\text{S}_2\text{Sb}_2\text{S}_3\text{O}_4$$

12.13. Letter designations in mathematical and scientific matter, except chemical symbols, are italicized.

12.14. Letter symbols used in legends to illustrations, drawings, etc., or in text as references to such material, are set in italic without periods and are capitalized if so shown in copy.

12.15. Letters (*a*), (*b*), (*c*), etc., and *a*, *b*, *c*, etc., used to indicate sections or paragraphs are italicized in general work but not in laws and other legal documents. (See rule 9.85, p. 145, where stated to be in parentheses.)

12.16. Parentheses, brackets, and superior reference figures adjoining italicized words are always set in roman. In italic matter, a punctuation mark immediately following a roman parenthesis or bracket is also set in roman. Other punctuation marks match the type of the words they adjoin. (See also rule 9.139, p. 151.)

## 13. SIGNS AND SYMBOLS

**13.1.** The increased use of signs and symbols and their importance in technical and scientific work have emphasized the necessity of standardization on a national basis and of the consistent use of the standard forms.

**13.2.** Certain symbols are well standardized—number symbols (the digits, 0, 1, 2, 3, 4, 5, 6, 7, 8, 9); letter symbols (the letters of the alphabet, a, b, c, d, etc.); and graphic symbols (the mathematical signs +, −, ±, ×, ÷).

**13.3.** The Government Printing Office will furnish at cost new special symbols for technical matter when necessary.

**13.4.** The signs +, −, ±, ×, and ÷, etc., are closed against accompanying figures and symbols. When the × is used to indicate “crossed with” (in plant or animal breeding) or magnification, it will be separated from the accompanying words by a space.

i–viii + 1–288 pages  
The equation  $A+B$   
The result is  $4\times 4$

20,000 ± 5,000  
Early June × Bright (crossed with)  
× 4 (magnification)

### Symbols with figures

**13.5.** The degree mark is always used in lieu of the word *degree* following a figure denoting measurement.

**13.6.** Any symbol that is set close up to figures, such as the degree mark, Greek mu, dollar mark, or commercial c (°, μ, \$, ¢), is used before or after each figure in a group or series.

45° to 65° F., not 45 to 65° F.  
30μ and 50μ  
\$5 to \$8 price range  
5'–7' long, not 5–7' long

3¢ to 5¢ (no spaces)  
±2 to ±7; 2° ± 1°; 3 ohms ± 1  
but § 12 (thin space)  
from 15 to 25 percent

### Letter symbols

**13.7.** Letter symbols are set in italic without periods and are capitalized only if so shown in copy, since the capitalized form may have an entirely different meaning. However, a few symbols are set in roman if so indicated in copy.

### Equations

**13.8.** In mathematical equations, use italic for all letter symbols—capitals, lowercase, small capitals, and superiors and inferiors (exponents and subscripts); use roman for figures, including superiors and inferiors.

**13.9.** If an equation or a mathematical expression needs to be divided, break before +, −, =, etc. However, the equal sign is to clear on the left of other beginning mathematical signs. (See example (6), p. 178.)

**13.10.** A short equation in text should not be broken at the end of a line. Space out the line so that the equation will begin on the next line; or better, center the equation on a line by itself.

13.11. An equation too long for one line is set flush on the left, the second half of the equation is set flush on the right, and the two parts are balanced as nearly as possible.

13.12. Two or more equations in series are alined on the equal signs and centered on the longest equation in the group.

13.13. Connecting words of explanation, such as *hence*, *therefore*, and *similarly*, are set flush either on the same line with the equation or on a separate line.

13.14. If a built-up fraction occurs in one part of an equation, all other fractions in that line must be built up.

13.15. Parentheses, braces, brackets, integral signs, and summation signs should be of the same height as the mathematical expressions they include.

13.16. Inferiors precede superiors if they appear together; but if either inferior or superior is too long, the two are alined on left.

$$\sqrt{\Phi} = \sum_{k=0}^m c_k (A_k \cos k\psi + B_k \sin k\psi) \quad (1)$$

$$\frac{e}{e_0} = \frac{1}{\sqrt{\left[1 - (f/f_M)^2 + \frac{C_M}{c}\right]^2 + \left[\frac{r}{X C_M}\right]^2}} \quad (2)$$

$$\begin{aligned} Q &= A_2 \rho^1 \left(\frac{p_2}{p_1}\right)^{\frac{1}{\gamma}} \left\{ 2g p_1 v_1 \left(\frac{\gamma}{\gamma-1}\right) \left[1 - \left(\frac{p_2}{p_1}\right)^{\frac{\gamma-1}{\gamma}}\right] \right\}^{\frac{1}{2}} \\ &= A_2 \left\{ 2g \frac{p_1}{v_1} \left(\frac{\gamma}{\gamma-1}\right) \left[ \left(\frac{p_2}{p_1}\right)^{\frac{2}{\gamma}} - \left(\frac{p_2}{p_1}\right)^{\frac{\gamma+1}{\gamma}} \right] \right\}^{\frac{1}{2}} \end{aligned} \quad (3)$$

$$\begin{aligned} \omega_n(x, \theta_x) &= \frac{1}{\sqrt{r_1 r_2}} \int_0^x dx_2 \int_0^{x_2} dx_1 \cos n\psi_x(x_1, x_2) \\ &\quad \left[ \frac{r_1 r_2}{p_1 p_2} (\phi_{n-1}(k_1) + \phi_{n+1}(k_1)) + 2\phi_n(k_1) \right] \end{aligned} \quad (4)$$

$$\begin{aligned} m_{s_1 s_2} &= \int_{x_{i_1}}^{x_{s_1}} dx_1 \int_{x_{i_2}}^{x_{s_2}} dx_2 \int_0^{2\pi} \frac{d\theta_1}{2\pi} \\ &\quad \int_0^{2\pi} \frac{d\theta_2}{2\pi} \frac{\frac{r_1 r_2}{p_1 p_2} \cos(\theta_2 - \theta_1) + 1}{\sqrt{(x_2 - x_1)^2 + R^2(\theta_2 - \theta_1)}} \\ &= \int_{x_{i_1}}^{x_{s_1}} dx_1 \int_{x_{i_2}}^{x_{s_2}} dx_2 \int_0^{2\pi} \frac{d\psi}{2\pi} \frac{\frac{r_1 r_2}{p_1 p_2} \cos \psi + 1}{\sqrt{(x_2 - x_1)^2 + R^2(\psi)}} \end{aligned} \quad (5)$$

$$\begin{aligned} \sum_2 (\psi_n, c_n) &= 2c_2 \frac{\tan(2\psi_2 - \psi_1)}{\cos(2\psi_3 - \psi_2)} + 6c_3 \frac{\tan(2\psi_3 - \psi_2)}{\cos(2\psi_4 - \psi_3)} \\ &\quad + 14c_4 \frac{\tan(2\psi_4 - \psi_3)}{\cos(2\psi_5 - \psi_4)} + \dots \\ &\quad + 2(2^{1+n} - 1)c_{n+2} \frac{\tan(2\psi_{n+2} - \psi_{n+1})}{\cos(2\psi_{n+3} - \psi_{n+2})} \dots \end{aligned} \quad (6)$$

## Chemical symbols

13.17. The chemical elements are designated by the initial letter or a shortened form of the English or Latin name. They are set in roman, without periods. (For treatment of symbols, see rule 6.44, p. 79.)



### Chemical elements

[Accepted names, symbols, atomic numbers, and atomic weights, as officially approved by the International Union of Pure and Applied Chemistry, 1957]

Element	Symbol	Atomic number	Atomic weight	Element	Symbol	Atomic number	Atomic weight
Actinium	Ac	89	( <sup>1</sup> )	Mercury	Hg	80	200.61
Aluminum	Al	13	26.98	Molybdenum	Mo	42	95.95
Americium	Am	95	( <sup>1</sup> )	Neodymium	Nd	60	144.27
Antimony	Sb	51	121.76	Neon	Ne	10	20.183
Argon	Ar	18	39.944	Neptunium	Np	93	( <sup>1</sup> )
Arsenic	As	33	74.91	Nickel	Ni	28	58.71
Astatine	At	85	( <sup>1</sup> )	Niobium	Nb	41	92.91
Barium	Ba	56	137.36	Nitrogen	N	7	14.008
Berkelium	Bk	97	( <sup>1</sup> )	Nobelium	No	102	( <sup>1</sup> )
Beryllium	Be	4	9.013	Osmium	Os	76	190.2
Bismuth	Bi	83	209.00	Oxygen	O	8	<sup>2</sup> 16
Boron	B	5	10.82	Palladium	Pd	46	106.4
Bromine	Br	35	79.916	Phosphorus	P	15	30.975
Cadmium	Cd	48	112.41	Platinum	Pt	78	195.09
Calcium	Ca	20	40.08	Plutonium	Pu	94	( <sup>1</sup> )
Californium	Cf	98	( <sup>1</sup> )	Polonium	Po	84	( <sup>1</sup> )
Carbon	C	6	12.010	Potassium	K	19	39.100
Cerium	Ce	58	140.13	Praseodymium	Pr	59	140.92
Cesium	Cs	55	132.91	Promethium	Pm	61	( <sup>1</sup> )
Chlorine	Cl	17	35.457	Protactinium	Pa	91	( <sup>1</sup> )
Chromium	Cr	24	52.01	Radium	Ra	88	( <sup>1</sup> )
Cobalt	Co	27	58.94	Radon	Rn	86	( <sup>1</sup> )
Copper	Cu	29	63.54	Rhenium	Re	75	186.22
Curium	Cm	96	( <sup>1</sup> )	Rhodium	Rh	45	102.91
Dysprosium	Dy	66	162.51	Rubidium	Rb	37	85.48
Einsteinium	Es	99	( <sup>1</sup> )	Ruthenium	Ru	44	101.1
Erbium	Er	68	167.27	Samarium	Sm	62	150.35
Europium	Eu	63	152.0	Scandium	Sc	21	44.96
Fermium	Fm	100	( <sup>1</sup> )	Selenium	Se	34	78.96
Fluorine	F	9	19.00	Silicon	Si	14	28.09
Francium	Fr	87	( <sup>1</sup> )	Silver	Ag	47	107.880
Gadolinium	Gd	64	157.26	Sodium	Na	11	22.991
Gallium	Ga	31	69.72	Strontium	Sr	38	87.63
Germanium	Ge	32	72.60	Sulfur	S	16	<sup>3</sup> 32.066
Gold	Au	79	197.0	Tantalum	Ta	73	180.95
Hafnium	Hf	72	178.50	Technetium	Tc	43	( <sup>1</sup> )
Helium	He	2	4.003	Tellurium	Te	52	127.61
Holmium	Ho	67	164.94	Terbium	Tb	65	158.93
Hydrogen	H	1	1.0080	Thallium	Tl	81	204.39
Indium	In	49	114.82	Thorium	Th	90	232.05
Iodine	I	53	126.91	Thulium	Tm	69	168.94
Iridium	Ir	77	192.2	Tin	Sn	50	118.70
Iron	Fe	26	55.85	Titanium	Ti	22	47.90
Krypton	Kr	36	83.80	Tungsten	W	74	183.86
Lanthanum	La	57	138.92	Uranium	U	92	238.07
Lead	Pb	82	207.21	Vanadium	V	23	50.95
Lithium	Li	3	6.940	Xenon	Xe	54	131.30
Lutetium	Lu	71	174.99	Ytterbium	Yb	70	173.04
Magnesium	Mg	12	24.32	Yttrium	Y	39	88.92
Manganese	Mn	25	54.94	Zinc	Zn	30	65.38
Mendelevium	Md	101	( <sup>1</sup> )	Zirconium	Zr	40	91.22

<sup>1</sup> These values are omitted because the elements do not occur in nature, and their atomic weight depends on which isotope is made.

<sup>2</sup> This is a defined value rather than an indicated one.

<sup>3</sup> Because of natural variations in the abundance ratio of the isotopes of sulfur, the atomic weight of this element has a range of  $\pm 0.003$ .

## Standardized symbols

13.18. Symbols duly standardized by any national scientific, professional, or technical group are accepted as preferred forms within the field of the group. The issuing office desiring or requiring the use of such standardized symbols should see that copy is prepared accordingly.

## Signs and symbols

13.19. This list contains the signs and symbols frequently used in printing by this Office.

+	plus	[ ]	brackets	④	Vesta
-	minus	{ }	braces	⊕	rain
±	plus or minus	°	degree	✶	snow
∓	minus or plus	'	minute	☒	snow on ground
×	multiplied by	"	second	←	floating ice crystals
÷	divided by	HP	horsepower	▲	hail
=	equal to	Δ	increment	△	sleet
≈	or ≐ nearly equal to	ω	angular frequency, solid angle	▽	frostwork
≅	or ≐ nearly equal to			⊥	hoarfrost
≡	identical with	Ω	ohm	≡	fog
≢	not identical with	μΩ	microhm	∞	haze; dust haze
≅	equivalent	MΩ	megohm	⊚	thunder
∓	difference	Φ	magnetic flux; farad	⚡	sheet lightning
≅	congruent to	Ψ	dielectric flux; electrostatic flux	⊙	solar corona
>	greater than	ρ	resistivity	⊕	solar halo
>	not greater than	γ	conductivity	⚡	thunderstorm
<	less than	Λ	equivalent conductivity	↖	direction
<	not less than	R	reluctance	○	or ⊙ or ① annual
≧	or ≧ greater than or equal to	→	direction of flow	⊙⊙	or ② biennial
≦	or ≦ less than or equal to	⇨	electrical current	♁	perennial
	absolute value	⬡	benzene ring	♂	or ♂ male
∪	logical sum or union	→	yields	♀	female
∩	logical product or intersection	⇌	reversible reaction	□	male, in charts
⊂	is contained in	↓	precipitate	○	female, in charts
ε	is a member of; dielectric constant; mean error	↑	gas	℞	take (from Latin <i>Recipe</i> )
:	is to; ratio	‰	salinity	ĀĀ	or Ā or āā of each (doctor's prescription)
::	as; proportion	☉	or ☉ Sun	lb	pound
≐	approaches	☾	or ☾ New Moon	oz	ounce
→	approaches limit of	☽	First Quarter	dr	dram
∞	varies as	☾	or ☾ Full Moon	scr	scruple
∥	parallel	☾	Last Quarter	pint	pint
⊥	perpendicular	☿	Mercury	f℥	fluid ounce
∠	angle	♀	Venus	f℥	fluid dram
└	right angle	♁	or ♁ Earth	℥	minim
△	triangle	♂	Mars	&	or & and; ampersand
□	square	♃	Jupiter	℥	per
▭	rectangle	♄	Saturn	#	number
▭	parallelogram	♅	Uranus	/	virgule; solidus; separator; shilling
○	circle	♆	or ♆ Neptune	%	percent
⌒	arc of circle	♇	Pluto	©	copyright
≡	equilateral	♈	Aries	©	care of
≡	equiangular	♉	Taurus	©	account of
√	radical; root; square root	♊	Gemini	@	at
∛	cube root	♋	Cancer	¢	cent
∜	fourth root	♌	Leo	*	asterisk
Σ	sum	♍	Virgo	†	dagger
!	or ! factorial product	♎	Libra	‡	double dagger
∞	infinity	♏	Scorpio	§	section
∫	integral	♐	Sagittarius	☞	index
f	function	♑	Capricornus	∧	acute
∂	or δ differential; variation	♒	Aquarius	∨	grave
π	pi	♓	Pisces	~	tilde
∴	therefore	♊	or ♊ conjunction	⋈	circumflex
∵	because	♋	or ♋ opposition	—	macron
—	vinculum (above letter)	♌	or ♌ trine	˘	breve
( )	parentheses	♍	or ♍ quadrature	¨	dieresis
		♎	or ♎ sextile	ˆ	cedilla
		♏	or ♏ dragon's head, ascending node	^	caret
		♐	or ♐ dragon's tail, descending node	˘	caron
		①	Ceres		
		②	Pallas		
		③	Juno		

**Letter symbols**

**13.20.** The standard letter symbols used by the Geological Survey on geologic maps consist of a capital letter, indicating the system, and one or more lowercased letters designating the formation and member where used. The letter symbols for the systemic terms are as follows:

Q	Quaternary	M	Mississippian
T	Tertiary	D	Devonian
K	Cretaceous	S	Silurian
J	Jurassic	O	Ordovician
T <sub>3</sub>	Triassic	C	Cambrian
P	Permian	pC	Precambrian
P	Pennsylvanian		

## NOTES



## 14. TABULAR WORK

(See also Abbreviations; Leaderwork)

(See pp. 206–207 for sample table and tabular terms)

**14.1.** The object of a table is to present in a concise and orderly manner information that could not be presented so clearly in any other way.

**14.2.** Tabular material should be kept as simple as possible, so that the meaning of the data could be easily grasped by the user. Tables should be stamped whether tabular matter leaders from top or bottom line to avoid any misunderstanding.

**14.3.** Unless otherwise specified, tables will be set 6-point solid, and 2-point hairline rules will be used.

### Abbreviations

**14.4.** To avoid burdening tabular text, commonly known abbreviations (see rule 10.48, p. 159, and rules for abbreviations) are used in tables. Metric and unit-of-measurement abbreviations must be used with figures.

**14.5.** The names of months (except May, June, and July) when followed by the day are abbreviated; otherwise months are spelled. However, in narrow reading columns or boxheads consisting solely of single months, the months may be abbreviated. (For examples, see rules 14.41, p. 188; 14.60, 14.63, p. 190; table, pp. 206–207.)

**14.6.** The words *street*, *avenue*, *place*, *road*, *square*, *boulevard*, *terrace*, *drive*, *court*, and *building*, following name or number, are abbreviated. For the numbered streets, avenues, etc., figures are used.

**14.7.** Abbreviate the words *United States* if preceding the word *Government*, the name of any Government organization, or as an adjective generally. (See rules 10.9–10.10, p. 154.)

**14.8.** Use the abbreviations *RR.* and *Ry.* following name (except as indicated in rule 10.27, p. 156), and *SS*, *MS*, etc., preceding name.

**14.9.** Use *lat.* and *long.* with figures.

**14.10.** Abbreviate, when followed by figures, the various parts of publications, as *article*, *part*, *section*, etc. (See rule 10.38, p. 158.)

**14.11.** Use, generally, such abbreviations and contractions as *74th Cong.*, *2d sess.*, *H. Res. 5*, *H.J. Res. 21*, *S. Doc. 62*, *S. Rept. 410* (see rules 10.42–10.43, p. 158), *Rev. Stat.*, etc.

**14.12.** In columns containing names of persons, copy is followed as to abbreviations of given names.

**14.13.** Periods are not used after abbreviations followed by leaders, but are used before footnote references.

**Bearoff.** (See p. 206 and examples throughout chapter.)

**14.14.** An en space is used for bearoff from both rules in an inside reading or date column, from the rule on the right in a figure column, and from the adjacent rule in an outside reading or date column.

**14.15.** In a crowded table the bearoff may be omitted in figure columns.

14.16. Indicated clears and indentions are in addition to bearoff.

14.17. Fractions are set flush to the rule, as shown in example to rule 14.127, page 196, except in double-up tables in column preceding parallel rule and in tables in rules. (See rules 14.88, p. 193; 14.159, p. 200.)

14.18. Mathematical signs, parentheses, and brackets, when preceded by figures, are not borne off.

## Boxheads

### Horizontal

14.19. Periods are omitted after all boxheads, but a dash is used after any boxhead which reads into the following matter.

14.20. Boxheads run crosswise wherever practicable.

14.21. In 6- and 8-point modern boxheads, all horizontal rules are to be set with inferior low-line dashes. The shoulder on these dashes will take the place of the usual quad line above a rule.

14.22. Boxheads are set solid (even in leaded tables), and bear off an em space above and no bearoff below.

14.23. Boxheads are centered in columns up to 12 ems, inclusive, in width. The first line should be the longest, and should be set as full as possible; good appearance must not be sacrificed by dividing short words or making two-letter divisions.

14.24. Boxheads in columns over 12 ems in width are centered, with hanging indentation for heads of 3 lines or more. (See also rule 14.144, p. 198.)

14.25. Boxheads requiring leaders are set in the same style as the stub column. However, where the item consists of only one word or is very short, it may be centered linewise in the column, and followed by leaders.

Hours in additional storage.....	Percent moisture content					
	75	1 125	210	315	365	550
Package combustions:						
Impregnated—single lam.....	3.5	3.9	4.6	<sup>2</sup> 3.5	7.1	6.6
Plain—single lam.....	3.8	5.1	7.8	6.5	12.8	7.6

<sup>1</sup> Stored at intervals.

<sup>2</sup> Slight variance.

Moisture.....	Hours in storage					
	<sup>1</sup> 3.5	3.9	4.6	5.1	5.9	6.2
Package combustions:						
Impregnated—single lam.....	75	<sup>2</sup> 80	85	90	95	100
Plain—single lam.....	78	83	88	93	98	103

<sup>1</sup> Moisture content reduced under 75 hours' duration.

<sup>2</sup> Stored in 2 intervals of 40 hours each.

14.26. To avoid use of scabbards (dividing a quadline), boxheads will not be centered vertically with equal division of space top and bottom when such centering will require dividing a quadline. In such cases, scabbards will not be used, and the head will be offcenter 3 points in 6-point tables. Low-line or high dashes will be used.

Function	Ore containing 35		Ore and residuum also containing 10 to 35		Ore containing 5	
	Tons	Mn content	Short tons (percent)	Mn content (short tons)	Mn content	Mn content analysis (short tons)
	Domestic.....	126, 135	56	22. 11	200	151

14.27. If a single box exceeds the depth of a double or triple box, the extra space is placed in the lowermost boxes.

14.28. In compound boxes the greatest number of lines in a top box controls the depth of all the top boxes, unless the total depth of the head would thereby be increased; so also in each of the other boxes. The top box of a triple boxhead may be of such depth as to make a better appearance by alining its bottom rule with the bottom rule of the second box.

Sex and age	Employed boys and girls whose work records were obtained						
	Total		Time of year at beginning work [depth of this box governs depth of box on left, and head set with hanging indentation, as it is over 12 ems in width and over 2 lines deep]				
	Number	Distribution	June to August		September to May		Not reported
			Number	Distribution	Number	Distribution	
Boys (12 to 14).....	3, 869	Percent 45. 5	1, 415	Percent 9. 6	2, 405	Percent 15. 8	49

TABLE 9.—Mine production of gold, silver, copper, lead, and zinc in 1953, by classes of concentrates and crude materials, in terms of recoverable metals

Class of material	Short tons	Gold (fine ounces)	Silver (fine ounces)	Copper (pounds)	Lead (pounds)	Zinc (pounds)
Concentrate shipped to smelters and recoverable metals						
Copper.....	220, 346	763	70, 357	114, 242, 346	9, 950	6, 260
Lead.....	3, 931	392	48, 326	72, 500	5, 044, 750	290, 980
Zinc.....	25, 159	269	41, 073	263, 400	581, 590	26, 441, 270
Total:						
1953.....	249, 436	1, 424	159, 756	114, 578, 246	5, 636, 290	26, 733, 510
1952.....	367, 430	1, 789	432, 122	110, 622, 155	13, 544, 875	101, 923, 060
Crude material shipped to smelters						
Dry gold, dry gold-silver ore.....	134	52	2, 839	2, 200		
Copper:						
Crude ore.....	107, 270	844	39, 861	2, 442, 882	124, 100	2, 290
Slag.....	421	10	165	285, 421		
Lead.....	528	12	1, 693	5, 950	110, 870	300
Mill cleanings (lead-zinc).....	31		254	1, 450	8, 100	4, 300
Total:						
1953.....	125, 749	919	45, 444	30, 375, 754	249, 710	6, 890
1952.....	166, 184	1, 042	47, 176	41, 601, 845	497, 125	26, 940

TABLE 6.—*Mine production of gold, silver, copper, lead, and zinc in 1953, by counties, in terms of recoverable metals*

County	Mines producing		Material <sup>1</sup> sold or treated (short tons)	Gold (lode and placer)		Silver (lode and placer)	
	Lode	Placer		Fine ounces	Value	Fine ounces	Value
Catron.....	2		48	37	\$1,295	2,433	\$2,202
Grant.....	11		7,888,727	988	34,580	81,444	73,711
Guadalupe.....	1		28,985				
Santa Fe.....	4	1	119	3	105	685	620
Sierra.....	8	1	1,301	271	9,485	907	821
Socorro.....	15		64,904	98	3,430	18,357	16,614
Total:							
1953.....	55	2	8,070,056	2,614	91,490	205,309	185,815
1952.....	66	1	9,120,841	2,949	103,215	479,318	433,807
	Copper		Lead		Zinc		Total value
	Short tons	Value	Short tons	Value	Short tons	Value	
Catron.....							\$3,497
Grant.....	69,871	\$40,105,954	1,524	\$399,288	12,837	\$2,952,510	43,566,043
Guadalupe.....	537	308,238					308,238
Santa Fe.....	2	1,148	13	3,406	10	2,300	7,579
Sierra.....			4	1,048	5	1,150	12,504
Socorro.....	55	31,570	1,327	347,674	519	119,370	518,658
Total:							
1953.....	72,477	41,601,798	2,943	771,066	13,373	3,075,790	45,725,959
1952.....	76,112	36,838,208	7,021	2,260,762	50,975	16,923,700	56,559,692

<sup>1</sup> Does not include gravel washed or tonnage of precipitates shipped.

14.29. In parallel tables, and when so prepared in divide tables, a boxhead that is divided is repeated on subsequent pages with the word *Continued*. (See pp. 208-209.)

14.30. In referring to quantity of things, the word *Number* in boxheads is spelled if possible.

14.31. In an 8-point table with a 6-point boxhead, an 8-point quadline is inserted between head and body of table if no italic unit of quantity is given; if a unit of quantity is given, use a 6-point quadline and set unit of quantity in 6-point italic.

14.32. Column numbers or letters in parentheses may be set over or under boxheads and are separated by a quadline above or below the deepest head. These column references aline across the table. (See also rule 14.34, p. 187.)

States	Department of Agriculture				Department of Commerce		
	Commodity Credit Corporation, value of commodities donated	Special school milk program <sup>1</sup>	Value of commodities distributed within States	Disaster loans, etc. (payments to assist States in furnishing hay in drought-stricken areas) □ (4)	Civil Aeronautics Administration—Federal airport program—regular grants	Bureau of Public Roads: Highway construction	
						Regular grants <sup>2</sup>	Emergency grants <sup>3</sup>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	
Alabama.....	\$4,730,154	\$1,520,362	\$7,970,875		\$79,284	\$1,176,401	\$247,515
Arizona.....	393,484	269,274	591,487		297,266	12,366,106	472,749
Arkansas.....	4,545,983	823,136	6,512,639		127,749	9,317,853	

**Runup**

14.33. Runup boxheads are to be reduced to the minimum practical depth. Running up over stub, reading, and date columns is to be avoided. Boxheads need not run up in all parts of a table.

14.34. Runup heads are set flush, with en bearoff on top. However, heads of 12 ems or less are set ragged at the top to avoid letterspacing; heads over 12 ems are set full. All overruns, including heads making only two lines, are set with 1-em hanging indention. (See rule 14.144, p. 198; also table, pp. 206-207.)

State and division	Number					Production		Cash income from sales of cattle, calves, beef, and veal	Gross income	Value of cattle and calves slaughtered for foreign consumption	Cost of cattle shipped in for feeding
	Shipments and local slaughter		Cattle shipped for feeding and breeding	Farm slaughter		Quantity live weight	Value				
	1945	1946		1945	1946						
	Thou- sands	Thou- sands	Thou- sands	Thou- sands	Thou- sands	1,000 lb.	1,000 dol.				

[1947-49=100]

Year	(1) All commodities	(2) Farm products	(3) Processed foods	(4) All commodities other than farm and foods	(5) Textile products and apparel	(6) Furniture and other household durables	(7) Fuel, power, and lighting materials	(8) Chemicals and allied products	(9) Rubber and rubber products	(10) Lumber and wood products	(11) Pulp, paper, and allied products
1947.....	96.4	100.0	98.2	95.3	100.0	101.0	90.9	101.4	99.0	93.7	98.6
1948.....	104.4	107.3	106.1	103.4	104.4	102.1	107.1	103.8	102.1	107.2	102.9
1949.....	99.2	92.8	95.7	101.3	95.5	96.9	101.9	94.8	98.9	99.2	98.6

**Braces**

14.35. Braces are avoided if possible; if used, they are placed on the right of a rule and should extend to the complete depth of the group, including overruns. (See examples at bottom of p. 188.)

New Jersey.....		659,425	659,425	62.35		649,374	649,374	62.35
New York.....								
Pennsylvania, Delaware, Maryland, and the District of Columbia. <sup>1</sup>	2,900,499	(2)	2,900,499	{ 66.56 39.73 }	3,312,610	(3)	3,312,610	{ 66.92 39.64 }
Tennessee.....	23,187		23,187	{ 47.24 54.32 }	19,718			{ 53.60 46.00 }
Virginia.....			640	{ 51.03 51.50 }			19,718	
South Dakota.....	640		640	{ 45.02 54.97 }		208	208	{ 47.10 54.47 }
Texas.....	5,453		5,453					
Oklahoma.....			5,453					
Utah.....	326,500		326,500		355,006		355,006	

<sup>1</sup> Note absence of leaders.

**Centerheads, flush entries, and subentries**

14.36. Centerheads over solid tables are set solid, except heads set entirely in caps, which are leaded; heads are leaded over leaded tables. Heads follow the style of the tables as to the use of figures and abbreviations.

14.37. Heads and headnotes over parallel tables center over the two-page spread of tables, except short lines. In heads over parallel tables, words are not divided between pages. (See pp. 208-209.)

14.38. In divide tables that are made up parallel, the heads and headnotes are set over parallel tables; the heads but not the headnotes repeat on each succeeding page; the word *Continued* is used.

14.39. Punctuation is omitted after centerheads. Flush entries and subentries over subordinate items are followed by a colon (single subentry to run in, preserving the colon), but a dash is used instead of a colon when the entry reads into the matter below. (See also rules 14.132-14.133, p. 196.)

14.40. In reading columns if centerhead clears reading matter below at least an em and there are leaders, no space is used under the head; if there are no leaders below and centerhead clears at least an em, the quadline is omitted; if it clears less than an em, a full quadline is used. (See also rule 14.41.) However, if an overrun, dashline, etc., in another column, or in the same column, creates a blank space above the head, the extra quadline is not added.

25	Miscellaneous powerplant equipment.....	245,040.37
26	Roads, railroads, and bridges.....	275,900.34
	Total.....	520,940.71
TRANSMISSION PLANT		
42	Structures and improvements.....	26,253.53
43	Station equipment.....	966,164.41
	Total.....	992,417.94
GENERAL PLANT		
	General plant:	
	Norris.....	753,248.97
	Other.....	15,335.81
	Total.....	768,584.78
	Grand total.....	2,281,943.43

14.41. Units of quantity and years used as heads in reading and figure columns are set in italic with a quadline above and no space below. If an overrun, etc., in another column creates a blank space above the head, the extra quadline is not added. (See also rule 14.66, p. 191.)

<i>1941</i>			<i>1942—Con.</i>			<i>1942—Con.</i>		
Oct. 1.....	35.6	15	Jan. 16.....	45.2	15	May 8.....	46.5	15
Oct. 31.....	45.0	15	Feb. 4.....	50.2	15	May 22.....	45.1	18
Nov. 14.....	40.9	18	Feb. 17.....	43.4	15	June 9.....	47.1	14
Dec. 24.....	41.7	15	Mar. 4.....	45.6	15	June 24.....	48.2	16
			Mar. 19.....	42.7	15	July 9.....	46.6	17
<i>1942</i>			Apr. 2.....	40.9	15	July 24.....	45.9	16
Jan. 3.....	43.9	15	Apr. 28.....	47.7	13	Aug. 6.....	46.5	16

14.42. Where the logical construction of a table requires, it is permissible to insert subheads between page-width cross rules within the table to indicate class groups to which the data refer. The box-head and units of quantity are not repeated.

C-302	{Chehalis silty clay loam.}	1	{PK.....	2.58	9.13	1.62	0.255	2.21	0.95
			{PKCa.....	2.45	8.78	1.24	.257	2.30	.95
			{NPKCa.....	2.54	10.08	.95	.240	2.07	.89
SOILS DERIVED FROM ORGANIC MATERIAL									
C-303	Peat.....	1	{Check.....	3.31	7.77	1.41	0.268	1.14	0.55
			{P.....	3.14	6.66	1.42	.358	.83	.73
			{PK.....	3.92	7.25	1.49	.310	1.78	.59
			{PKCa.....	3.84	8.44	1.40	.289	1.83	.64

**Ciphers**

14.43. Where the first number in a column or under a cross rule is wholly a decimal, a cipher is added at the left of its decimal point. A cipher used alone in a money or other decimal column is placed in the unit row and is not followed by a period. In mixed units the cipher is repeated before each decimal unless the group is totaled.

January.....	+26.4	0	0	0	0	0	+0.7	27.1+	+40.4
February.....	+66.7	0	0	0	0	0	-.9	65.8+	+98.1
March.....	+143.1	+2.6	-7.5	0	0	0	+12.4	150.6	+224.1
April.....	+168.4	+6.9	-19.1	-1.1	+1.7	+4.4	+33.0	194.2+	+289.5

14.44. In columns containing both dollars and cents, ciphers will be supplied on right of decimal point in the absence of figures.

14.45. Where column consists of single decimal, supply cipher on right.

0. 6  
0  
3. 0  
4. 2  
5. 0

14.46. Where column has mixed decimals of two or more places, do not supply ciphers but follow copy (see table, p. 252).

0. 22453  
1. 263  
4  
2. 60  
3. 4567  
5. 3  
7  
78  
12. 6  

---

114. 44423

14.47. Copy is followed in the use of the word *None* or a cipher to indicate *None* in figure columns. If neither one appears in the copy, leaders are inserted.

14.48. In columns of figures under the heading £ s. d., if a whole number of pounds is given, one cipher is supplied under s. and one under d.; if only shillings are given, one cipher is supplied under d.

14.49. In columns of figures under Ft. In., if only feet are given, supply cipher under In.; if only inches are given, clear under Ft.; if ciphers are used for *None*, place one cipher under both Ft. and In.

14.50. In any column containing sums of money, the period and ciphers are omitted if the column consists entirely of whole dollars.

**Continued heads**

14.51. In continued lines an em dash is used between the head and the word *Continued*. The abbreviation *Con.* is used only to avoid an overrun. If the head is in small caps, the term *continued* or *con.* is not capitalized.

14.52. In all heads (including tabular) set in caps, caps and small caps, or italic, the word *Continued* is set in roman cap and lowercase; in a heading set in boldface caps or lowercase, the word *Continued* is set in cap and lowercase of the same font as the head. No period is carried after a continued line.

14.53. Continued heads over tables are to be condensed into one line if possible. Notes above tables are not repeated unless necessary to make the table clear; but footnote references are repeated in box-heads and in continued lines unless special instructions are given not to do so.

### Dashes or rules

14.54. Dashes or rules are not carried in reading, date columns, or columns consisting of serial or tracing numbers, but are carried through all figure columns.

14.55. Parallel dashes are used to cut off figures from other figures below that are added or subtracted; also generally above a grand total. (For examples, see rules 14.40, p. 188; 14.84, p. 192; 14.136, p. 197; 14.152, p. 199; 14.169, p. 203.)

14.56. Rules may be used in place of dashes in a crowded table.

### Date columns

14.57. There are two kinds of standard date columns: (1) Each item contains month and day, and (2) each item is made up of month, day, and year.

14.58. In 6-point tables, standard date columns with month and day are cast  $4\frac{1}{2}$  ems for outside and 5 ems for inside columns; with month, day, and year, 7 and  $7\frac{1}{2}$  ems, respectively.

14.59. Standard date columns with month and day in 8- and 10-point tables are cast 4 ems for outside and  $4\frac{1}{2}$  ems for inside columns; with month, day, and year,  $6\frac{1}{2}$  and 7 ems, respectively.

14.60. The figures are alined on the right, and extra space, if any, is inserted between the month and day. An en comma is used between the day and the year.

Black River, N.Y.-----	Flood Control Act, June 22, 1936.	Oct. 7, 1941	House, 405, 77th Cong., 1st sess.	Favorable.
Do-----	Flood Control Act, July 30, 1937.	July 23, 1941	House, 326, 77th Cong., 1st sess.	Do.
Cayuga Creek, N.Y.-----	do-----	do-----	do-----	Do.
Cazenovia Creek, Erie County, N.Y.	Flood Control Com- mittee resolution, Apr. 23, 1942.	do. <sup>2</sup>	-----	-----
Chagrin River and tribu- taries, Ohio.	Flood Control Act, June 28, 1938.	-----	-----	Unfavorable.

14.61. Military-style date columns will be set as standard date columns, with 6-unit space between day and month and remaining space between month and year. No punctuation will be used.

21 Jan 21  
5 Jun 42  
12 Jul 43  
30 Sep 44

14.62. In 6-, 8-, and 10-point tables, military-style date columns are  $5\frac{1}{2}$  ems wide for outside columns and 6 ems for inside columns.

14.63. In a standard date column of  $4\frac{1}{2}$  ems or less that is the first column of a table, the month is cleared instead of being repeated or indicated by *do*.

Jan. 22	To the Minister in Liberia (tel.)-----	115
30	From the Minister in Liberia (tel.)-----	116
Feb. 5	To the Minister in Liberia (tel.)-----	117
7	From the Minister in Liberia (tel.)-----	117



14.64. A standard date column is not considered a reading column, and no period is used after the date if the column is the last one of the table; however, a column consisting entirely of dates but not a standard date column is considered a reading column.

14.65. In a standard date column, footnote references are placed at right against rule, with 3 units justified on such references (see table, pp. 206-207); but in a standard date column that is the last column of a table, footnote references are placed on left with 3 units justified on character following the references.

14.66. If the year is centered as a head in a standard date column, it is set in italic with a full quadline above but no space below. (See rule 14.41, p. 188.)

14.67. In columns consisting entirely of single or double years, figures are centered in columns without leaders.

1898 <sup>1</sup>
1898
1899-1900 <sup>2</sup>
1901-2

**Ditto**

(See also "Units of quantity," rule 14.172, p. 204.)

14.68. The abbreviation *do.* is used in reading and date columns only, lowercased and preceded by leaders when figures or text is used in preceding column.

14.69. Capitalize *do.* in first and last columns.

14.70. Tracing columns are counted as the first and last columns of table.

14.71. All *do.*'s should be uniform throughout column; if any one is lowercased, all in the column should be lowercased and preceded by leaders. (For examples, see rules 14.60, p. 190; 14.171, p. 204; table, pp. 206-207.)

14.72. In mixed columns made up of figure and reading-matter items, *do.* is used only under the latter items.

14.73. *Do.* is not used—

- (1) In a figure or symbol column;
- (2) In the first line under a centerhead in the column in which the centerhead occurs;
- (3) Under a line of leaders, a dashline, or a rule;
- (4) Under an item italicized or set in boldface type for a specific reason (italic or boldface *do.* is never used; item is repeated);
- (5) Under an item consisting wholly of figures or combination of letters and figures;
- (6) In a reading column containing only *Yes* and *No*;
- (7) Under an abbreviated unit of quantity or other abbreviations;
- (8) Under a braced group; and
- (9) Under words of three letters or less.

14.74. *Do.* is used, however, under a blank space and under the word *None* in a reading column.

14.75. *Do.* does not apply to a reference mark on the preceding item. The reference mark, if needed, is added to *do.* (See rule 14.60, p. 190; table, pp. 206-207.)

14.76. Leaders are not used before *Do.* in the first column or before or after *Do.* in the last column.

14.77. In a first column 6 ems or less in width, a 1-em quad is used before *Do.*; in all other columns 6 ems or less in width, 1½ ems of

leaders are used, except in a last column, in which quads are used in place of leaders. Bearoff is included.

14.78. In a first column more than 6 ems in width, 2 ems of quads are used before *Do.*; in all other columns more than 6 ems in width, 2½ ems of leaders are used, except in a last column, in which quads are used in place of leaders; bearoff is included. If the preceding line is indented, the indentation of *do.* is increased accordingly.

14.79. *Do.* under an indented item in an inside reading column, with or without matter in preceding column, is preceded by 2 ems of leaders, which are indented to aline with item above.

14.80. *Do.*, followed by 2 ems of leaders, is used under a unit of quantity in a stub if the unit is spelled; if the unit is abbreviated, the abbreviation is repeated. (For example, see rule 14.171, p. 204.)

14.81. When so prepared, opening quotes may be used instead of the abbreviation *do.*

**Divide tables.** (See "Parallel and divide tables," p. 198.)

### Dollar mark

14.82. The dollar mark or any other money symbol is placed close to the figure; it is used only at the head of the table and under cross rules when the same unit of value applies to the entire column.

14.83. In columns containing mixed amounts (as money, tons, gallons, etc.), the dollar mark, pound mark, peso mark, or other symbol, as required, is repeated before each sum of money.

14.84. If several sums of money are grouped together, they are separated from the nonmoney group by a parallel dash, and the symbol is placed on the first figure of the separated group only.

	1958	1957
Water supply available.....gallons <sup>1</sup> .....	4, 000, 000	3, 000, 000
Wheat production.....bushels <sup>1</sup> .....	9, 000, 000	8, 000, 000
Operations:		
Water-dispatching operations.....	\$442, 496	\$396, 800
Malaria control.....	571, 040	426, 600
Plant protection.....	134, 971	58, 320
Total.....	1, 148, 507	881, 720
Number of plants.....	642	525
Percent of budget.....	96.8	78.8

<sup>1</sup> When such designations are used in a unit column, they must be in the singular form.

[2 leads]

NOTE.—Preliminary figures.

[2 leads]

Source: U.S. Department of Commerce, Bureau of the Census.

14.85. In a double money column, dollar marks are used in the first group of figures only; en dashes or words are alined. (See also rule 14.155, p. 199.)

\$7-	\$9	\$15	\$10 to \$12
10-	12	\$16- 18	14 to 20
314-	316		
1, 014-	1, 016		

14.86. Dollar mark is omitted from a first item consisting of a cipher.

0	but	\$0. 12
\$300		13. 43
500		15. 07
700		23. 18



14.94. Plus or minus signs at the left of figures are placed close to the figures regardless of alinement; plus and minus signs at the right of figures are placed against the rule and are cleared. (For example, see rule 14.43, p. 189.)

14.95. Words and Roman numerals in figure columns are alined on the right with the figures, without period.

Median value of livestock.....		\$224	\$62	
Median value of machinery.....		\$54	Small	
Median value of furniture.....		\$211	\$100	
Possessing automobiles.....	percent.	25	17	
Median age.....	years			5.5
Median value.....				\$144
Fraternal membership:				
Men.....			IV	486
Women.....				None

14.96. For symbols and letters in columns, see rules 14.160-14.161, page 200.

14.97. Figures (including decimal and common fractions) expressing mixed units of quantity (feet, dollars, etc.) and figures in parentheses are alined on the right.

14.98. Decimal points are alined except in columns containing numbers that refer to mixed units (such as pounds, dollars, and percentage) and have irregular decimals.

14.99. Copy preparers should indicate at top of each folio the clear necessary for decimals; indicated clear does not include bearoff.

14.100. In a table that is doubled up, the maker-up should transpose unnecessary clearance space so that all columns will have the proper bearoff. (For examples, see rules 14.88-14.89, p. 193.)

### Footnotes and references

14.101. Footnotes to tables are numbered independently from footnotes to text.

14.102. Superior figures are used for footnote references, beginning with 1 in each table.

14.103. If figures might lead to ambiguity (for example, in connection with a chemical formula), asterisks, daggers, or italic superior letters, etc., may be used.

14.104. When an item carries several reference marks, the superior-figure reference precedes an asterisk, dagger, or similar character used for reference. (See rule 16.15, p. 218.) These, in the same sequence, precede mathematical signs. A thin space is not used to bear off an asterisk, dagger, or similar character.

14.105. If a reference is repeated on another page, it should carry the original footnote; but, to prevent repetition, especially of a long note, it may carry instead, as a cross-reference, the words "See footnote 1 [or 2, 3, etc.], p. —."

14.106. Footnote references are repeated in boxheads or in continued lines over tables unless special orders are given not to do so.

14.107. References to footnotes are numbered consecutively across the page from left to right, and across both pages in a parallel table. (For examples, see pp. 206-209.)

14.108. Footnotes to a parallel table begin on the even page unless there are no references on that page. With references on each page, footnotes are made up in approximately equal depth on both pages.

14.109. In a divide table, references to footnotes are numbered consecutively across and down the first part of the divide, then similarly in the second part.

14.110. Footnote references are placed at the right in reading columns, symbol columns, and date columns, and at the left in figure columns (also at the left of such words as *None* in figure columns), and are borne off. However, if a date column is the last column, the references are placed at the left. (See also rule 14.65, p. 191; table, pp. 206-207.)

14.111. Two or more footnote references occurring together are separated by spaces, not commas. (For example, see rule 14.171, p. 204.)

14.112. In a figure or date column, a footnote reference standing alone is set in parentheses and centered. In a reading column, it is set at the left in parentheses and is followed by leaders, but in the last column it is followed by a period and quads, as if it were a word. In a symbol column it is set at left and cleared.

14.113. Numbered footnotes are placed immediately beneath the table. However, if a sign or letter reference in the heading of a table is to be followed, it is not changed to become the first numbered reference mark, and the footnote to it precedes all other footnotes. If the table runs over more than one page, the appropriate footnotes go with each page.

14.114. For better makeup or other reason, all footnotes may be placed at the end of a table making more than one page. It is then necessary to supply at the bottom of each page "See footnotes at end of table, p. —."

14.115. If the footnotes to both table and text fall together at the bottom of a page, the footnotes to the table are placed above the footnotes to the text, and the two groups are separated by a 50-point rule flush on left; but if there are footnotes to the text and none to the table, the 50-point rule is omitted.

14.116. Footnotes to cut-in and indented tables and tables in rules are set in full measure, except when footnotes are short, they can be set in 1 em under indented table (see p. 201).

14.117. Footnotes are set as paragraphs, but two or more short footnotes may be combined by the maker-up in one line, with the blank spaces equalized, provided the spaces are not less than 2 ems. (See rule 2.106, p. 16.)

14.118. In a series of short footnotes, the reference numbers are alined on the right.

14.119. Footnotes in measures 30 picas or wider are set doubled up.

14.120. The footnotes and notes to tables are set solid if the table is solid and leaded if the table is leaded.

14.121. Footnotes and notes to tables are usually set in type 2 points smaller than the table, but not smaller than 6 point.

14.122. Footnotes to tables follow tabular style in the use of abbreviations, figures, etc.

14.123. In footnotes, numbers are expressed in figures, even at the beginning of a note or sentence. (For fractions, see rule 14.129, p. 196.)

14.124. If a footnote consists entirely or partly of a table or leader-work, the table is indented 3 ems on left. It should always be preceded by introductory matter carrying the reference number; if necessary, copy preparer should add an introductory line, such as "1 See the following table:".

**14.125.** An explanatory paragraph without specific reference but belonging to the table rather than to the text follows the footnotes, if any, and is separated from them or from the table by 2 leads.

### Fractions

**14.126.** Piece and em fractions are set flush to the rule on the right. Whole numbers clear the fractions throughout the columns except in columns containing numbers indicating mixed units (such as pounds, dollars, and percentages), which are alined on the right.

**14.127.** Where fractions of different length occur in the same column, the longest is set flush to the rule on the right and the others are set to aline with it on the left. Copy preparers should indicate at top of each column the clear necessary for fractions.

Total length	40 $\frac{3}{4}$	41	0.42	43	44	0.455	46	47	48	$\frac{1}{2}$ inch.
Sleeve length	10 $\frac{5}{8}$	10	10	10	11	11	11	11	11	1 inch.
Armhole length	8 $\frac{5}{8}$	8 $\frac{1}{2}$	9	9 $\frac{1}{2}$	9 $\frac{1}{2}$	10	10 $\frac{1}{2}$	10 $\frac{1}{2}$	11	Do.
Sleeve cuff length (if cuff is used)	5 $\frac{1}{2}$	5 $\frac{1}{2}$	5 $\frac{1}{2}$	5 $\frac{1}{2}$	5 $\frac{1}{2}$	5 $\frac{1}{2}$	5 $\frac{1}{2}$	5 $\frac{1}{2}$	5 $\frac{1}{2}$	Maximum.
Neck opening	26 $\frac{1}{2}$	26	27 $\frac{1}{2}$	28 $\frac{1}{2}$	28	29 $\frac{1}{2}$	30	30	31	2 inches.
Waist:										
7, 8, 9, 10 cut	23 $\frac{1}{2}$	24	25 $\frac{1}{2}$	27 $\frac{1}{2}$	28	29 $\frac{1}{2}$	31	32	33 $\frac{1}{2}$	6 percent.
11, 12, 14 cut	22 $\frac{1}{2}$	23 $\frac{1}{2}$	25	26 $\frac{1}{2}$	27 $\frac{1}{2}$	29	30 $\frac{1}{2}$	31 $\frac{1}{2}$	33	Do.

**14.128.** In a table that is continued or doubled up, the maker-up should transpose unnecessary clearance space so that all columns will have the proper bearoff. (See examples, rules 14.88–14.89, p. 193.)

**14.129.** Fractions standing alone are expressed in figures, even at the beginning of a line, but not at the beginning of a footnote.

### Headnotes

**14.130.** Headnotes should be set in lowercase, 2 points smaller than the table but not smaller than 6 point, bracketed, and period omitted at end, even if the last statement is a complete sentence; but periods should not be omitted internally if required by sentence structure.

**14.131.** Headnotes are not repeated with continued heads unless necessary to make table clear. (See rule 14.152, p. 199.)

### Indentions and overruns

#### Subentries

**14.132.** The indention of subentries is determined by the width of the stub or reading column. Subentries in columns more than 15 ems wide are indented in 2-em units; in columns 15 ems or less, with short entry lines and few overruns, 2-em indentions are also used. All overruns are indented 1 em more.

**14.133.** Subentries in columns of 15 ems or less are indented in 1-em units. Overruns are indented 1 em if there is no conflict, but are indented 2 ems to avoid conflict with following subentry. (See example, p. 197.)

#### Total, mean, and average lines

**14.134.** All total (also mean and average) lines are indented 3 ems. In very narrow stub columns, total lines may be reduced to 1- or 2-em indention, depending on length of line.

**14.135.** Where overrun of item above conflicts, the total line is indented 1 em more. Runovers of total lines are also 1 em more.

14.136. It is not necessary to maintain uniform indention of the word *Total* throughout the same table. The word *Total* is supplied when not in copy.

Wide stub column—subentries 2 ems				Total, all banks	National banks	Non-national banks	Building associations
ASSETS							
Loans and discounts:							
<input type="checkbox"/> <input type="checkbox"/> Loans to banks.....				\$74, 518	\$1, 267, 493	\$947, 289	\$135, 619
Commercial and industrial loans.....				2, 753, 456	450, 916	211, 597	18, 949
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Total (total lines generally indent 3 ems).....				2, 827, 974	1, 718, 409	1, 158, 886	154, 568
Real estate loans:							
<input type="checkbox"/> <input type="checkbox"/> Secured by farmland.....				12, 532	29, 854	186, 223	19, 044
Secured by residential property other than rural and <input type="checkbox"/> <input type="checkbox"/> farm.....				1, 011, 856	167, 765	1, 554, 084	3, 172, 837
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Total (indent 1 em more to avoid conflict with line <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> above).....				1, 024, 388	194, 619	1, 740, 312	3, 191, 881
Securities:							
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> U. S. Government obligations:							
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Direct obligations:							
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> U. S. savings bonds.....				1, 149, 764	3, 285, 721	2, 361, 796	23, 506
Nonmarketable bonds (including investment <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> series A-1965).....				242, 500	490, 677	732, 689	167, 735
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Total (indent 1 em more than runover <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> above).....				1, 392, 264	3, 776, 398	3, 094, 485	191, 241
LIABILITIES							
Domestic obligations:							
<input type="checkbox"/> Notes payable locally.....	\$42, 381	\$131, 364	\$272, 615	92, 163	181, 235	25, 349	346, 821
Obligations to States.....	135, 632	86, 429	183, 478	185, 421	37, 463	18, 220	157, 980
<input type="checkbox"/> <input type="checkbox"/> Total (indent 2 ems).....	178, 013	217, 793	456, 093	277, 584	218, 698	43, 569	504, 801
Demand deposits (if <input type="checkbox"/> <input type="checkbox"/> line runs over, indent 1 em more):							
<input type="checkbox"/> U. S. Government obligations.....	2, 219, 787	1, 542, 192	3, 271, 486	1, 563, 315	1, 362, 419	997, 273	1, 291, 777
<input type="checkbox"/> States and political <input type="checkbox"/> subdivisions:							
<input type="checkbox"/> Obligations of foreign <input type="checkbox"/> countries.....	621, 462	443, 618	321, 273	871, 516	973, 527	824, 619	932, 845
<input type="checkbox"/> Time deposits.....	1, 796, 821	567, 392	986, 125	225, 381	446, 913	453, 316	721, 136
<input type="checkbox"/> <input type="checkbox"/> Total (aline as below).....	4, 638, 070	2, 553, 202	4, 578, 884	2, 660, 212	2, 782, 859	2, 277, 208	2, 945, 758
Total, all sources.....	4, 816, 083	2, 770, 995	5, 034, 977	8, 182, 422	8, 690, 983	8, 314, 460	6, 988, 247
Narrow stub column—subentries 1 em							
	Demand deposits	Time deposits	Other obligations				

**Italic**

14.137. Names of vessels and aircraft (except in reading columns consisting entirely of such names), titles of legal cases (except *v.* for *versus*), and certain scientific terms are set in italic. The word "Total" and headings in the column do not affect the application of this rule.

14.138. Set "See" and "see also" in roman. (See rule 16.22, p. 218.)

**Leaders**

14.139. Leaders run across the entire table except that they are omitted from a last reading column or a first or last date column. (For example, see rule 14.60, p. 190; table, pp. 206-207.)

14.140. If there is only one reading column in a table, leader from bottom line of an overrun, but when several items are listed on one item in stub, without brace and cleared, leader from top line.

14.141. If there is more than one reading column, leader from top line, and the overrun ends with a period. (For example, see rule 14.60, p. 190; table, pp. 206-207.)

14.142. A standard date column is not regarded as a reading column.

14.143. In parallel tables and in tables with tracing figures on left and right of page, leader from top line. (See example, pp. 206-207.)

### Letterspaced words

14.144. To avoid letterspacing of lines, reading columns 18 ems or less are to be set ragged on right, with uniform 3-em spacing between words throughout. Lines are to be set as full as possible, in conformity with proper word division. Justify line if within 1 em of measure to make a full line. (See also rules 14.23-14.25, p. 184.)

In columns over 18 ems in width, words in a line are letterspaced if more than 1½ ems would be required between words. All of a short word is letterspaced rather than only part of a long one.

769	Columbus, Ohio (VOR), black skeleton tower, small white house, black base.	Columbus, Ohio (VOR), black skeleton tower, small white house, black base. Columbus, Ohio (VOR), black skeleton tower, small white house, black base.	Columbus, Ohio (VOR), black skeleton tower, small white house, black base. Columbus, Ohio (VOR), black skeleton tower, small white house, black base.
770	-----do-----	-----do-----	Columbus, Ohio (VOR), black skeleton tower, small white house, black base.
	← 10 ems →	← 18 ems →	← over 18 ems—set full →

### Numerals in tables

14.145. Figures, ordinals, and fractions are used in all parts of a table, except fractions which will be spelled out at the beginning of a footnote. (See also rules 14.123, p. 195; 14.129, p. 196; 14.156, p. 199.)

**Overruns.** (See "Indentions and overruns," p. 196.)

### Parallel and divide tables

*Parallel tables.* (For examples, see pp. 208-209.)

14.146. Parallel tables are set in pairs of pages, beginning on a left-hand page and running across to facing right-hand page; leader from top line.

14.147. Heads and headnotes center across the pair of pages, with 2-em hanging indention for 3 or more lines when combined measure exceeds 30 picas in width. Two-line heads are set across the pair of pages. A single-line head or headnote is divided evenly, each part set flush right and left, respectively. Words are not divided between pages.

14.148. Boxheads are set as described on pages 184-187. Boxheads and horizontal rules aline across both pages.

14.149. Boxheads are not divided but are repeated, with *Continued* added.

14.150. Vertical rules are used on the right of even pages and on the left of odd pages.

14.151. Tracing figures are carried through from the outside columns of both pages and are set to "leader from the top line."



*Divide tables*

14.152. In divide tables that are made up parallel, with stub column repeated, the head but not the headnote repeats on each succeeding page, with *Continued* added.

TABLE 1.—Data available in Source Book of Statistics of Income from corporation returns for the years 1965-66

[Excludes consolidated returns of inactive corporations]

Division and State	All industries	Agriculture, forestry, and fishery <sup>1</sup>	Mining	Construction	Manufacturing	Transportation, communication, and other public utilities	Wholesale and retail trade
United States.....	34,627,905	7,988,243	902,061	2,032,023	8,250,690	2,768,267	5,509,228
New England.....	328,287	54,315	841	20,801	118,074	22,664	50,112
Maine.....	204,215	38,756	533	11,906	68,160	15,062	31,473
New Hampshire.....	124,072	15,559	308	8,895	49,914	7,602	18,639
Middle Atlantic.....	7,059,570	442,137	235,385	453,940	2,210,034	700,217	1,329,225
New York.....	3,521,163	206,354	8,614	235,763	968,453	363,343	739,295

TABLE 1.—Data available in Source Book of Statistics of Income from corporation returns for the years 1965-66—Continued

[Headnotes are not repeated with continued headings unless necessary to make table clear]

Division and State	Finance, insurance, and real estate	Business and repair service	Personal service	Amusement, recreation, and related services	Professional and related services	Government	Industry not reported
United States.....	1,013,297	789,377	1,133,585	316,063	1,472,453	1,414,069	450,570
New England.....	5,900	9,369	10,973	2,310	13,815	13,735	6,376
Maine.....	3,586	5,179	6,504	1,457	8,253	9,295	4,029
New Hampshire.....	2,314	3,170	4,469	853	5,562	4,440	2,347
Middle Atlantic.....	341,574	183,586	290,986	14,541	374,017	309,017	123,832
New York.....	216,106	101,091	172,664	47,231	212,765	182,687	65,807

14.153. Tables with tracing figures or stub, or both, repeating on the left of odd pages, are divide tables and not parallel tables. Over such tables the heads are repeated, with *Continued* added. Outside vertical rules are not used.

**Reading columns**

14.154. Figures or combinations of figures and letters used to form a reading column aline on left and are followed by leaders. *Do.* is not used under such items.

14.155. The en dash is not to be used for *to* in a reading column; if both occur, change to *to* throughout.

14.156. Cut-in items following a colon are indented 2 ems in addition to the en quad used for bearoff.

14.157. Run in single entry under colon line; retain the colon.

14.158. The last word in a leader line must be followed by at least an en leader.

**14.159.** Numerical terms, including numbered streets, avenues, etc., are expressed in figures, even at the beginning of an item. (See also rule 10.16, p. 155, and rules 11.9-11.11, pp. 171-172.)

### Symbol columns

**14.160.** A column consisting entirely of letters, letters and figures, symbols, or signs, or any combination of these, is called a symbol column. It should be set flush left and cleared and treated as a figure column for alinement. No closing period is used. Blank lines in a last column are cleared. *Do.* is not used in a symbol or figure column.

Symbol	Typical commercial designation	Army product symbol	Filing order symbol	General description	Specification symbol
GM(2)	Gasoline and diesel engine oil, SAE10 and SAE10W grades.	OR10	A	Fuel, grease, chassis, or soap base.	G. & D.
CG	Ball and roller bearing grease.....	41-X-59	N	Extreme pressure.....	BR
CW <sup>1</sup>	Wheel-bearing grease.....	OE20 <sup>2</sup>	X	do.....	WBG <sup>3</sup>
G090	Grease not typified.....			Further tests being conducted.	
	Universal gear lubricant.....	S. & T.	B	Water-pump grease.....	80D
	(Stub or reading column)			(Reading column)	

**14.161.** Columns composed of both symbols and figures are treated as figure columns and are set flush on right. In case of blank lines in a last column, leaders will be used as in figure columns.

Symbol or catalog No.	Typical commercial designation	Symbol or product No.	Symbol or filing order symbol	General description	Symbol or specification No.
WBD	Chassis grease, cup grease, under pressure.	961	A	Especially adapted to very cold climates.	1359
14L88	Water-pump bearing grease.....	SWA	352	Under moderate pressure.....	
5190	Exposed gear chain lubricant.....	12L	N	High-speed use.....	AE10
	E.P. hypoid lubricant.....	863	X	For experimental use only.....	NXL
376	Special grade for marine use.....		468	Free flowing in any weather.....	749
	(Stub or reading column)			(Reading column)	

### Tables in rules

**14.162.** In tables (in rules or with rules) consisting entirely of figure columns, including fractions, figures are centered in each column and alined on right. Leader and dash lines are borne off 1 em from each side. In narrow columns, figures, leaders, and dashes are borne off an en space. First and last columns must always bear off a full em quad from outside rules.

*The following statistics cover the average cost per head for the State after taxes in 1960*

	Cattle and calves	Hogs	Sheep
Manager's salary <sup>1</sup> .....	\$0.0409	\$0.0259	\$0.0054
Yarding expenses.....	.1231	.0536	.0182
Office expenses.....	.0981	.0622	.0131
□ Administrative and general expense <sup>2</sup> .....	.0973	.0617	.0129
Total unit costs.....	□ .3594 □	□ .2034 □	□ .0496 □
Number of head.....	110,305	91,330	108,221

<sup>1</sup> Manager's salary will be higher after Jan. 1, 1961.

<sup>2</sup> Administrative and general expenses which involve the construction of all necessary new buildings.

Statistical tables of performance and results—Bureau of School Medical Inspection  
SCHOOL ENROLLMENT

	1946-47	1945-46	1944-45	1943-44	1942-43
□ Enrollment, October:					
White.....	63,360	61,825	62,118	63,965	52,693
Colored.....	41,355	39,532	38,786	37,462	35,400
Total.....	# 104,715	# 101,357	# 100,904	# 101,427	# 88,093
Number medical inspections during 1 year:					
White.....	19	19	19	19	19
Colored.....	10	10	10	10	10
Total.....	29	29	29	29	29
Pupils per inspection:					
White.....	3,334	3,254	(1)	#-----#	4,086
Colored.....	4,135	3,953	3,879	3,746	-----

<sup>1</sup> Records incomplete for 1944-45.

TABLE 2.—Variation of motor method ratings with pressure <sup>1</sup>

Chamber pressure	Venturi diameter	Detonation meter giving the octane number and micrometer reading		Bouncing pin	
		Rating octane No.	Micrometer	Rating octane No.	Micrometer
FUEL 1					
<i>Inch Hg</i>	<i>Inch</i>		<i>Inch</i>		<i>Inch</i>
29.6	$\frac{3}{16}$	70.1	0.510	69.4	0.527
29.6	$\frac{3}{16}$	70.8	.484	69.4	.509
28.0	$\frac{3}{16}$	70.0	.450	68.5	.479
27.0	$\frac{3}{16}$	69.2	.420	68.2	.449
26.0	$\frac{3}{4}$	68.9	.506	69.3	.499
25.0	1	68.6	.462	68.9	.472
23.0	$\frac{3}{4}$	68.0	.391	68.2	.398
21.0	$\frac{3}{4}$	-----	-----	67.8	.314

<sup>1</sup> Variation to nearest thousandth.

14.163. In a table with one or more reading columns, including stub column, the text is borne off an en space from all inside rules, but first and last columns must be borne off an em quad from outside rules. Leader and dash lines in stub or reading columns are set without bearoff, as in regular tabular composition.

TABLE 1.—Fuels used in test program

No.	Fuel composition	Nominal octane number	
		Motor method	Research method
1	#60% X-6, 40% n-heptane.....	69.6	80.3
2	86% X-6, 14% n-heptane.....	-----	100.0
3	52% isooctane, 48% n-heptane, 2 ml TEL blend/gallon.....	75.6	74.7
4	74% isooctane, 26% n-heptane, 2 ml TEL blend/gallon.....	75.3	-----
5	80 octane number commercial gasoline: catalytic cracked, thermal cracked, and straight-run components without lead.....	60.8	60.9

TABLE 2.—*Nutrient solution in relation to pycnospore of M. melonis*

Medium	Germination	Description of germ tubes
<input type="checkbox"/> Modified Duggar's solution.....	Percent 45	Spores swollen only slightly; germ tubes <input type="checkbox"/> short and no branches.
2-percent orange extract in modified Duggar's solution.	73	Spores swollen moderately; germ tubes longer than above and occasionally branched.
2-percent orange extract in distilled water.	98	Spores swollen normally; germ tubes vigorous, long and profusely branched.

14.164. In half-measure, double-up table, the inside stub or reading column on right half of table is borne off an em quad from the parallel dividing rule.

TABLE 2.—*Varietal reactions of pea and bean to the Wisconsin pea stunt virus tested in 1950*<sup>1</sup>

Bean variety	Plants inoculated	Plants diseased	Bean variety	Plants inoculated	Plants diseased
<input type="checkbox"/> Alaska.....	<i>Number</i> 29	<i>Number</i> 2	<input type="checkbox"/> Bountiful.....	<i>Number</i> 8	<i>Number</i> 7
Alderman.....	25	11	Dwarf Horticultural.....	13	1
Bonneville.....	19	6	Great Northern University of Illinois No. 1.....	3	5
Canner King.....	19	9	Idaho Refugee.....	3	3
Delwiche Commando University of Wisconsin No. 1.....	18	6	Michelite.....	5	12
Glacier.....	21	14	Pinto.....	17	6

<sup>1</sup> Tests made in Illinois and Wisconsin.

14.165. Matter in boxheads takes no extra bearoff.

14.166. Centerheads and headnotes are set the full measure of the job. Short footnotes are set the width of the table; but for good typographic appearance, long footnotes should be set the full measure of the job. (See rule 14.162, p. 200.)

### Tables without rules

14.167. In tabular matter set without down rules, the same arrangement and bearoff for figures prevails as in ruled tables, except that leaders and dashlines also bear off an en space on both sides. Thus a full em space appears between columns. Unless otherwise specified, tables without rules are set in 6 or 8 point.

14.168. Column heads over figure columns in 6- or 8-point tables are set in 6-point italic, solid. These heads align on bottom across the table, with 1 lead separating head from table.

14.169. Horizontal cutoff dashes (or rules) used between a spread or upper level column heading carried over two or more lower level column headings are set continuous and without break, from left to right, between the two levels of such headings. An en-space bearoff on either side of the spread measure must be allowed to separate it from any adjacent columns not a part of the same group heading.

TABLE 9.—Changes in fixed assets and related allowances

	Fixed assets					
	Balance June 30, 1966 (table 9-a)	Investment		Operations		Balance June 30, 1966
		Current additions	Adjust- ments	Trans- fers	Retire- ments	
Supporting and general facilities:						
□□Transportation and utilities:						
□□Panama Railroad.....	\$12,123,197	\$306	-----	(\$539)	(\$284,358)	\$11,838,606
Motor Transportation Divi- sion.....	2,242,999	122,597	-----	2,143	(147,561)	2,220,178
Steamship line.....	13,653,989	10,247	-----	-----	-----	13,664,236
Power system.....	19,364,373	366,311	-----	(342)	(290,174)	19,440,168
Communication system.....	2,739,012	151,819	(\$113,261)	-----	(26,100)	2,751,470
Water system and hydro- electric facilities.....	10,590,820	104,039	-----	1,661	(48,920)	10,647,600
□□Total, transportation and utilities.....	60,714,390	755,319	(113,261)	2,923	(797,113)	60,562,258
□□Employee service and facilities:						
□□Commissary Division.....	7,012,701	105,952	(130,891)	21,777	(36,418)	6,973,121
Service centers.....	3,684,670	29,086	-----	530	(230,276)	3,484,010
Housing Division.....	35,729,465	(10,336)	-----	(485,548)	(937,916)	34,295,665
□□Total, employee service and facilities.....	46,426,836	124,702	(130,891)	(463,241)	(1,204,610)	44,752,796
□Grand total.....	107,141,226	880,021	(244,152)	(466,164)	(2,001,723)	105,315,054

14.170. More than one figure column, also illustrating use of dollar mark, dashline, bearoff, etc. (Note clearance in figure columns.)

For property purchased from—					
Central Pipeline Distributing Co.:					
Capital stock issued, recorded amount.....				\$75,000	
Undetermined consideration recorded.....				341	
Pan American Pipeline Co.: Recorded money outlay..				3,476	
M. J. Mitchell: Recorded money outlay.....				730	
R. Lacy, Inc., and Lynch Refining Co.:					
Recorded money outlay.....	□	\$157,000			
Note issued.....		100,000			
Subtotal.....			257,000		
Less value of oil in lines and salvaged con- struction material.....			26,555		
				230,445	
	□				\$309,992
For construction, improvements, and replacements, recorded money outlay.....					522
For construction work in progress, recorded money outlay.....					933,605
Total.....	□				1,244,119

Use:	Quantity (million cubic feet)	Value at point of consumption
Residential.....	34,842	□\$21,218,778
Commercial.....	14,404	5,257,468
Industrial:		
Field (drilling, pumping, etc.).....	□144,052	10,419,000
All other industrial:		
Fuel for petroleum refineries.....	96,702	
Other, including electric utility plants...	346,704	61,440,000
Total.....	636,704	98,335,246

	1953	Estimated 1957	Change
General account:			
Receipts.....	□\$64,800	□\$69,800	□+\$5,000
Expenditures.....	(70,300)	(67,100)	(-3,200)
Net improvement, 1957 over 1953.....			1,800
Deduct 1953 deficit.....			1,500
			□
Net surplus, estimated for 1957.....			300

[In U.S.-dollar equivalent]

Balance with the Treasury Department July 1, 1954.....	□\$165,367,704.85
Receipts:	
Collections.....	□\$564,944,502.99
Return from agency accounts of currencies advanced for liquidation of obligations incurred prior to July 1, 1953.....	4,450,577.07
Total receipts.....	569,395,080.06
Total available.....	734,762,784.91

**Total, mean, and average lines.** (See rules 14.134-14.136, pp. 196-197.)

### Units of quantity

14.171. Units of quantity in stub columns are set in lowercase in plural form and placed on the right, 1-em leader from the rule. If the item does not make a full line but is too long to permit the insertion of the unit of quantity, the line is quadded out and the unit of quantity is placed on the next line at the right, preceded by quads and followed by a 1-em leader. When units of quantity are used in a separate column, they will be in singular form.

Aluminum, molybdenum, titanium, ferromanganese, and other metals.....	(1 2)	(1 2)	179,177,116	2 32,700,000
Cement.....	2 6,853,796	2 9,866,102	2 8,251,038	2 11,687,089
Clay products (other than pottery, refractories) short tons.....		4 6,883,109		4 5,820,000
Coke.....	4,468,437	2 25,526,646	5,080,403	2 29,519,871
Diatomite.....	(1)	(1)	(1)	(1)
Emerald.....	765	6,828	1,046	9,349
Feldspar (crude) <sup>5</sup> .....	(1)	(1)	(1)	(1)
Ferroalloys.....	183,465	2 18,388,766	259,303	2 30,719,756

Aluminum, molybdenum, titanium, ferromanganese, and other metals.....	Port of New York.....	(1 2)	179,177,116	2 32,700,000
Cement.....	do.....	2 9,866,102	2 8,251,038	2 11,687,089
Clay products (other than pottery, refractories). short tons.....	Baltimore.....	4 6,883,109		4 5,820,000
Coke.....	do.....	2 25,526,646	5,080,403	2 29,519,871
Diatomite.....	Richmond.....	(1)	(1)	(1)
Emerald.....	do.....	6,828	1,046	9,349
Feldspar (crude) <sup>5</sup> .....	Norfolk.....	(1)	(1)	(1)
Ferroalloys.....	do.....	2 18,388,766	259,303	2 30,719,756

14.172. *Do.* is used under a spelled unit of quantity in a stub and in an independent column consisting entirely of such units, but *do.* is never used under an abbreviated unit of quantity.

14.173. Over figure columns, units of quantity and other words used as headings, and the abbreviations *a.m.* and *p.m.*, if not included in the boxheads, are set in 6-point italic and are placed immediately above the figures, without periods other than abbreviating periods. Any well-known abbreviation will be used to save an overrun, but if one unit of quantity is abbreviated, all in the same table will be

abbreviated. If units change in a column, the new units are set in *italic*, with full quadline above and no space below. (See examples, pp. 206-207.)

14.174. Units of quantity and other words as headings over figure columns are used at the beginning of a table or at the head of a continued page or continued column in a double-up table.

#### **Quoted tabular work**

14.175. When a table is part of quoted matter, quotation marks will open on each centerhead on top of table, on first centered box-head, then on each footnote paragraph, and if table is end of quoted matter, quotation marks close at end of footnotes. If there are no footnotes and the table is the end of the quotation, quotation marks close at end of last item.

DEFINITION AND PARTS OF A TABLE

To define and describe fully all of the many parts, terms, and details which enter into tabular presentation is difficult to explain in a few words or to understand readily without an accompanying visual example. The example shown is directed at those concerned with the construction and makeup of tables, with guidelines identifying tabular terms and details. Many of the terms can be applied to any form of tabular matter.

TABLE 10.—Heading or headline

Stubhead	Column head		Spanner head 1		Standard date column head	Reading column head
	Runup over 12 ems deep 1	Runup column head 2 lines making more than 2 lines	Runup column head 12 ems or less	Subspanner head		
CENTERHEAD	Millions of dollars	Tons	Num- bers	Thou- sands of pounds		
1 Lead or caption line 2	3 900	191	246	1 987	Feb. 12, 1958 4	
2 Wheat and other grains	189	257	379	1 235	May 3, 1957	
3 Lumber and millwork	326	382	584	1 742	Dec. 31, 1957	
4 do.	573	176	129	1 963	.....00.	
5 Total line.....	1, 988	965	881	1, 338	6, 927	(5).
CENTERHEAD						
6 Lead or caption line	1, 057	(6)	286	1, 891	July 19, 1958	Same reading column.
7 Mining equipment	1, 321	156	112	3, 821	May 3, 1958	Do.
8 do.	769					
9 (10)	258	387	596	342	June 15, 1958	Reading column.
10 Total line.....	2, 405	543	994	4, 129	8, 009	

The panel

Head rule—usually single

Boxhead

Boxhead cutoff rule—usually inferior dashes

Centerline in stub column

The line

Ditto or "do." line

Single dashline

Parallel dashline

Block or group

Total line

Quadline

Cutoff rule

Units of quantity over figure columns—*italic*

Clear

Field or body

Leader line

Figures bear off

Figures against

Stub column

Reading column



Cutoff rule	Stub column	Figure columns	Figures against	Reading columns
Colon line	2 READING COLUMNS (Leader from top line)			
Subentry	Dairy products:			
Flush line	1 In cartons.....pounds..	380	3,264	Mar. 3, 1958
Runover indentation	2 In metal cans.....do..	462	5,783	Dec. 17, 1957
	3 Clay products.....barrels..	198	3,762	Do.
	4 (other than pottery, re- fractories).	621	4,111	1, 926 Nov. 26, 1957
	5 Ferrous alloys-short tons..	556	1,985	112,812
				Same reading column.

Foot or bottom rule	Tracer-figure (line number) column	Units of quantity in stub column—roman	Hairline rule	Turned rule	Parallel rule	Standard date column	Figure columns
Cast	1 14.3		5	3	4	7½	6½
	2						6.3
							17,364,298
							18,591,763
							2,163
							3,586
							5,137
							4,728

If tracer-figure (line number) column is used on right, preceding column will carry lead-ers to adjacent rule

- 1 Reference number in boxheading.
- 2 Reference number followed by leaders in stub or inside reading column.
- 3 Reference number in figure column.
- 4 Reference number in date column.
- 5 Reference number in last or outside reading column.
- 6 Reference number following "do." in inside reading column.
- 7 Reference number following "Do." in last or outside reading column.
- 8 Reference number standing alone in last or outside reading column.
- 9 Reference number standing alone in figure column, enclosed in parentheses (9), and centered in column.
- 10 Reference number standing alone in inside reading column, enclosed in parentheses (10), and leaded out to rule on right.

Note.—If no tracer-figure column is used on the left of table and the stub or reading column is set flush, "Do." will be capitalized and leaded out to rule on right.

## PARALLEL

CHART I.—Data available in the Source Book of Statistics

(For list of major and minor

NOTE.—Under each classification data are shown (1) in composite,

Fiscal year or month	Budget receipts and expenditures <sup>1</sup>			Trust account and other transactions, net receipts, or expenditures (-) <sup>4</sup>	Clearing account <sup>5</sup>
	Net receipts <sup>2</sup>	Expenditures <sup>3</sup>	Surplus, or deficit (-)		
1932.....	\$1,923,913,117	\$4,659,202,825	-\$2,735,289,708	"-\$5,178,050	.....
1933.....	2,021,212,943	4,622,865,028	-2,601,652,085	-5,009,989	.....
1934.....	3,064,267,912	6,693,899,854	-3,629,631,943	834,880,108	.....

## PARALLEL TABLE WITH

TABLE 6.—Corporation returns with balance sheets,<sup>1</sup> 1949, by total assets classes, no net income:<sup>2</sup> Number of returns, selected assets and liabilities, selected in cash and assets other than own stock; also, for returns with net income, the

[Total assets classes and money

		Major industrial groups				
		Finance, insurance, real estate, and lessors of real property in 1957			Services	
		Insurance carriers, agencies, and agents	Real estate, except lessors of real property other than buildings	Lessors of real property, except buildings	Total services	Hotels and other lodging places
		Insurance agents and brokers				
1	Number of returns <sup>4</sup> .....	5,341	76,010	3,589	29,468	3,534
2	Receipts:					
3	Gross sales <sup>7</sup> .....		23,089		1,314,378	437,633
3	Gross receipts from operations <sup>8</sup> .....	349,983	1,065,196		5,823,484	714,254
4	Interest on Government obligations (less amortizable bond premium):					
5	Wholly taxable <sup>9</sup> .....	373	8,631	4,084	4,075	1,194
5	Subject to surtax only <sup>10</sup> .....	24	314	70	123	8
6	Wholly tax exempt <sup>11</sup> .....	17	621	117	652	12

**TABLE**

*of Income from corporation returns for the years 1926-66*

industrial groups, see chart II)

(2) for returns with net income, and (3) for returns with no net income

Public debt, net increase or decrease (-)	Cash balance in account of the Treasurer of the United States, net increase or decrease (-)	Amount, end of period				
		Cash balance in account of the Treasurer of the United States	Debt outstanding <sup>6</sup>			
			Public debt <sup>7</sup>	Guaranteed obligations <sup>8</sup>	Total <sup>9</sup>	Subject to limitation <sup>10</sup>
\$2,685,720,952	-\$54,746,805	\$417,197,178	\$19,487,002,444	-----	\$19,487,002,444	(12)
3,051,670,116	445,008,042	862,205,221	22,538,672,560	-----	22,538,672,560	(12)
4,514,468,864	1,719,717,020	2,581,922,240	27,053,141,414	\$680,767,817	27,733,909,231	(12)

**TRACING FIGURES**

*and by major industrial groups,<sup>2</sup> for returns with net income and returns with receipts, compiled net profit or net loss, net income or deficit, and dividends paid income tax*

figures in thousands of dollars]

Major industrial groups—Continued								
Services—Continued							Nature of business not allocable	
Personal services	Business services	Automotive repair services and garages	Miscellaneous repair services, hand trades	Motion pictures	Amusement, except motion pictures	Other services, including schools		
<sup>5</sup> 6,689	6,067	2,488	<sup>6</sup> 1,190	3,558	2,822	3,070	902	1
312,555	181,732	113,906	88,304	72,602	51,215	56,431	57,971	2
865,090	1,699,119	167,940	113,000	1,480,924	431,053	462,104	17,938	3
259	734	126	24	1,041	358	339	41	4
11	69	1	3	7	6	18	15	5
<sup>12</sup> 34	40	1	-----	542	2	21	23	6



TABLE OF MONOTYPE MEASURES FOR MOST FREQUENTLY USED SET SIZES—Continued

[Lightface denotes flat measures—boldface denotes measures including squeeze]

Measure	6-Set	7-Set	8-Set	8½-Set	9-Set	10-Set	10½-Set	12-Set
<b>Picas</b>	<b>Ems and units</b>	<b>Ems and units</b>	<b>Ems and units</b>	<b>Ems and units</b>	<b>Ems and units</b>	<b>Ems and units</b>	<b>Ems and units</b>	<b>Ems and units</b>
30½	61	52.5 52.10	45.13 46	43.1 43.5	40.12 40.16	36.11 36.15	34.15 35	30.9 30.12
31	62	53.3 53.8	46.9 46.14	43.14 44	41.6 41.10	37.4 37.8	35.8 35.11	31 31.3
31½	63	54 54.5	47.4 47.9	44.8 44.12	42 42.4	37.14 38	36 36.3	31.9 31.12
32	64	54.15 55.2	48 48.5	45.3 45.7	42.12 42.16	38.7 38.11	36.10 36.13	32 32.3
32½	65	55.13 56.1	48.13 49.1	45.16 46.4	43.6 43.11	39 39.5	37.2 37.6	32.9 32.13
33	66	56.10 56.16	49.9 49.15	46.11 46.17	44 44.5	39.11 39.16	37.13 37.17	33 33.4
33½	67	57.8 57.14	50.4 50.10	47.5 47.11	44.12 44.17	40.4 40.9	38.5 38.9	33.9 33.13
34	68	58.5 58.11	51 51.6	48 48.6	45.6 45.11	40.14 41.1	38.15 39.1	34 34.4
34½	69	59.3 59.9	51.13 52.1	48.13 49.1	46 46.5	41.7 41.12	39.7 39.11	34.9 34.13
35	70	60 60.6	52.9 52.15	49.7 49.13	46.12 46.17	42 42.5	40 40.4	35 35.4
35½	71	60.15 61.3	53.4 53.10	50.2 50.8	47.6 47.11	42.12 42.16	40.10 40.14	35.9 35.13
36	72	61.13 62.1	54 54.6	50.15 51.3	48 48.5	43.4 43.9	41.2 41.6	36 36.4
36½	73	62.10 62.16	54.13 55.1	51.9 51.15	48.12 48.17	43.14 44.1	41.13 41.17	36.9 36.13
37	74	63.8 63.14	55.9 55.15	52.4 52.10	49.6 49.11	44.7 44.12	42.5 42.9	37 37.4
37½	75	64.5 64.11	56.4 56.10	52.17 53.5	50 50.5	45 45.5	42.15 43.1	37.9 37.13
38	76	65.3 65.9	57 57.6	53.12 54	50.12 50.17	45.11 45.16	43.7 43.11	38 38.4
38½	77	66 66.6	57.13 58.1	54.6 54.12	51.6 51.11	46.4 46.9	44 44.4	38.9 38.13
39	78	66.15 67.3	58.9 58.15	55.1 55.7	52 52.5	46.14 47.1	44.10 44.14	39 39.4
39½	79	67.13 68.1	59.4 59.10	55.14 56.2	52.12 52.17	47.7 47.12	45.2 45.6	39.9 39.13
40	80	68.10 68.16	60 60.6	56.8 56.14	53.6 53.11	48 48.5	45.13 45.17	40 40.4
40½	81	69.8 69.16	60.13 61.2	57.3 57.10	54 54.6	48.11 48.16	46.5 46.10	40.9 40.14
41	82	70.5 70.13	61.9 61.16	57.16 58.5	54.12 55	49.4 49.9	46.15 47.2	41 41.5
41½	83	71.3 71.11	62.4 62.11	58.11 59	55.6 55.12	49.14 50.1	47.7 47.12	41.9 41.14
42	84	72 72.8	63 63.7	59.5 59.12	56 56.6	50.7 50.12	48 48.5	42 42.5
42½	85	72.15 73.5	63.13 64.2	60 60.7	56.12 57	51 51.5	48.10 48.15	42.9 43.4
43	86	73.13 74.3	64.9 64.16	60.13 61.2	57.6 57.12	51.11 51.16	49.2 49.7	43 43.5
43½	87	74.10 75	65.4 65.11	61.7 61.14	58 58.6	52.4 52.9	49.13 50	43.9 43.14
44	88	75.8 75.16	66 66.7	62.2 62.9	58.12 59	52.14 52.19	50.5 50.10	44 44.5
44½	89	76.5 76.13	66.13 67.2	62.15 63.4	59.6 59.12	53.7 53.12	50.15 51.2	44.9 44.14
45	90	77.3 77.11	67.9 67.16	63.9 63.16	60 60.6	54 54.5	51.7 51.12	45 45.5
45½	91	78 78.5	68.4 68.11	64.4 64.11	60.12 61	54.11 54.16	52 52.5	45.9 45.14
46	92	78.15 79.5	69 69.7	64.17 65.6	61.6 61.12	55.4 55.9	52.10 52.15	46 46.5
46½	93	79.13 80.3	69.13 70.2	65.12 66.1	62 62.6	55.14 56.1	53.2 53.7	46.9 47.14
47	94	80.10 81	70.9 70.16	66.6 66.13	62.12 63	56.7 56.12	53.13 54	47 47.5
47½	95	81.8 81.16	71.4 71.11	67.1 67.8	63.6 63.12	57 57.5	54.5 54.10	47.9 47.14
48	96	82.5 82.13	72 72.7	67.14 68.3	64 64.6	57.11 57.16	54.15 55.2	48 48.5
48½	97	83.3 83.11	72.13 73.2	68.8 68.15	64.12 65	58.4 58.9	55.7 55.12	48.9 48.14
49	98	84 84.5	73.9 73.16	69.3 69.10	65.6 65.12	58.14 59.1	56 56.5	49 49.5
49½	99	84.15 85.5	74.4 74.11	69.16 70.5	66 66.6	59.7 59.12	56.10 56.15	49.9 49.14
50	100	85.13 86.3	75 75.7	70.10 70.17	66.12 67	60 60.5	57.2 57.7	50 50.5
50½	101	86.10 87	75.13 76.2	71.4 71.11	67.6 67.12	60.11 60.16	57.13 58	50.9 50.14
51	102	87.3 87.16	76.9 76.16	71.17 72.6	68 68.6	61.4 61.9	58.5 58.10	51 51.5
51½	103	88.5 88.13	77.4 77.11	72.12 73.1	68.12 69	61.14 62.1	58.15 59.2	51.9 51.14
52	104	89.3 89.11	78 78.7	73.6 73.13	69.6 69.12	62.7 62.12	59.7 59.12	52 52.5
52½	105	90 90.8	78.13 79.2	74.1 74.8	70 70.6	63 63.6	60 60.5	52.9 52.14
53	106	90.15 91.5	79.9 79.16	74.14 75.3	70.12 71	63.11 63.16	60.10 60.15	53 53.5
53½	107	91.13 92.3	80.4 80.11	75.3 75.13	71.6 71.12	64.4 64.9	61.2 61.7	53.9 53.14
54	108	92.10 93	81 81.7	76.3 76.10	72 72.6	64.14 65.1	61.13 62	54 54.5
54½	109	93.8 93.16	81.13 82.2	76.16 77.5	72.12 73	65.7 65.12	62.5 62.10	54.9 54.14
55	110	94.5 94.13	82.9 82.16	77.11 78	73.6 73.12	66 66.5	63.15 63.5	55 55.5
55½	111	95.3 95.11	83.4 83.11	78.5 78.12	74 74.6	66.11 66.16	63.7 63.12	55.9 55.14
56	112	96 96.8	84 84.7	79 79.7	74.12 75	67.4 67.9	64 64.5	56 56.5
56½	113	96.15 97.5	84.13 85.2	79.13 80.2	75.6 75.12	67.14 68.1	64.10 64.15	56.9 56.14
57	114	97.13 97.5	85.9 85.16	80.7 80.14	76 76.6	68.7 68.12	65.2 65.7	57 57.5
57½	115	98.10 99	86.4 86.11	81.2 81.9	76.12 77	69 69.5	65.13 66	57.9 57.14
58	116	99.8 99.16	87 87.7	81.15 82.4	77.6 77.12	69.11 69.16	66.5 66.10	58 58.5
58½	117	100.5 100.13	87.13 88.2	82.9 82.16	78 78.6	70.4 70.9	66.15 67.2	58.9 58.14
59	118	101.3 101.11	88.9 88.18	83.4 83.11	78.12 79	70.14 71.1	67.7 67.12	59 59.5
59½	119	102 102.8	89.4 89.11	83.17 84.6	79.6 79.12	71.7 71.12	68 68.5	59.9 59.14
60	120	102.15 103.5	90 90.7	84.12 85.1	80 80.6	72 72.5	68.10 68.15	60 60.5

NOTES

## 15. LEADERWORK

(See also Abbreviations; Tabular Work)

**15.1.** Leaderwork is a simple form of tabular work without boxheads or rules and is separated from text by two leads above and below in solid matter and three leads in leaded matter. It consists of a reading (stub) column and a figure column, leadered from the bottom line. It may also consist of two reading columns, alining on the top line. In general, leaderwork (except indexes and tables of contents, which are set the same style as text) is governed by the same rules of style as tabular work. Unless otherwise indicated, leaderwork is set in 8 point. The period is omitted immediately before leaders. (See also "Tables without rules," p. 202.)

### Bearoff

**15.2.** No bearoff is required at the right in a single reading column.

### Columns

**15.3.** A figure column is at least an en quad wider than the largest group of figures, but not less than 3 ems and 2 ems in double-up columns. Dashlines are to be the full width of the figure column.

Year:	<i>Pounds</i>
1952.....	255, 939, 000
1953 (out-of-State deliveries of natural gas from Louisiana, Mississippi, South Dakota, and Texas).....	376, 818, 000
1954.....	368, 233, 000
Total.....	#1, 000, 990, 000

**15.4.** If the last column is a reading column, leaders and words are run to the markoff, and the second column is separated by an em space.

<i>Particulars</i>	<i>Artist</i>
To the French Government: The entire collection of French paintings on loan, with the exception of Mlle. DuBourg (Mme. Fantin-Latour). Avant la Course.....	Do.
To Col. Axel H. Oxholm, Washington, D.C.: Martha Washington, George Washington, and Thomas Jefferson. Roses..... Do..... Roses in a Chinese Vase and Sculpture by Maillol. Maternity.....	Attributed to Jonathan E. Earl, Los Angeles, Calif. Renoir. Forain. Vuillard. Gauguin.

### Continued heads

**15.5.** If leaderwork continues on a following page or is doubled up, continue center and side heads, including colon lines, in stub; also units of quantity or other words over figure and reading columns. In leaderwork set broad measure, no heads or units of quantity are repeated when the matter continues on the facing page. (See also rules 14.51-14.53, pp. 189-190.)

**Ditto**

15.6. The abbreviation *do.* is capitalized and preceded by quads in stub; it is capitalized and preceded and followed by quads in last reading column; it is lowercased when used under a unit of quantity in stub. (See rules 15.4, p. 213; 15.22, p. 215.)

**Dollar mark and ciphers**

15.7. The dollar mark or any other money symbol is used at the beginning of each statement, on the first line of double-up matter, at the head of a continued statement, and on the first line of each cut-in group. A dollar mark or any other money symbol does not carry through leaders in leaderwork.

15.8. In a column containing mixed amounts (as money, tons, gallons, etc.) the figures are alined on the right, and the dollar mark or other symbol is repeated before each sum of money. If several sums of money are grouped and added to make a total, they are separated from the nonmoney group by a parallel dash, and the symbol is placed on the first figure of the separated group only. (See rule 14.84, p. 192.)

15.9. If two columns of sums of money add or subtract one into the other and one carries points and ciphers, the other should also carry points and ciphers.

**Flush items and subheads**

15.10. Flush items clear the figure column.

15.11. Subheads are centered in full measure; if they extend to the figure column, the figure column and an equal space on the left are cleared.

**Footnotes**

15.12. Footnotes to leaderwork follow the style of footnotes to tables. (See "Footnotes and references," p. 194.)

15.13. Footnote references begin with 1 in each statement, and footnotes are placed at end of statement, separated from it by 2 leads. Separate notes from matter following by not less than 6 points.

15.14. If the leaderwork runs over from one page to another, the appropriate footnotes are carried on each page, and are repeated as necessary.

15.15. If the footnotes to leaderwork and text fall at bottom of page, the footnotes to leaderwork are placed above footnotes to text and the two groups are separated by a 50-point rule, flush on the left.<sup>1</sup>

**Units of quantity**

15.16. Units of quantity or other words over a stub or figure column are set in 6-point italic and are separated from leaderwork by 2 points. These heads aline on the bottom. (See examples in rule 14.169, p. 202.)

**Examples**

15.17. The example below shows the style to be observed where there is a short colon line at left. In case of only one subentry, run in with colon line and preserve the colon.

Baltimore & Ohio RR.:

Freight carried:

	<i>Tons</i>
May.....	#150, 000
June.....	152, 000

Coal carried.....	900, 000
-------------------	----------

Pennsylvania RR.: Freight carried Jan. 1, 1938.....	121, 000
---	----------

<sup>1</sup> Livestock not included.

<sup>1</sup> This shows the relative positions for footnotes in leaderwork and text on the same page.



15.18. If there is no colon line, the style is as follows:

Freight carried by the Pennsylvania R.R. and the Baltimore & Ohio *Tons*  
R.R. in May..... 371, 500

15.19. Explanatory matter is set in 6 point under leaders (note omission of period):

-----  
(Name) (Address) (Position)  
-----

15.20. In blank forms, leaders used in place of complete words to be supplied are preceded and followed by a space.

On this ----- day of ----- 19--

15.21. In half measure doubled up, units of quantity are alined across the page. (See also rule 16.23, p. 218.)

Seedlings:	<i>Inches</i>	Seedlings—Continued	<i>Inches</i>
Black locust.....	27	Osage-orange.....	20
Honey locust.....	16	Catalpa.....	16
Green ash.....	7	Black walnut.....	10

15.22. Mixed units of quantity and amounts and words in figure column are set as follows:

Capital invested.....			#\$8, 000
Value of implements and stock.....			\$3, 000
Land under cultivation.....		acres..	128. 6
Orchard.....		do.....	21. 4
Forest land.....		square miles..	50
Livestock:			
Horses:			
Number.....			8
Value.....			\$1, 500
Cows:			
Number.....			18
Estimated weekly production of butter per milk cow		pounds..	7½
Hogs:			
Number.....			46
Loss from cholera.....			None

15.23. Abbreviated unit of quantity repeated:

Height at shoulder (top of third dorsal), <i>Brontops robustus</i> .....	mm..	1 2, 311
Width of atlas, <i>Diploclonus tyleri</i> .....	mm..	320
Weight of specimen.....	oz..	6
<sup>1</sup> Estimated.		

15.24. If there are no figures in a line, the leaders should be broken from those in preceding column by an en space.

Sales of shoes.....		\$1, 200
Loss on sales.....		#-----

15.25. In Linotype leaderwork, where there is only one word in the stub a space may be used after the word before the leaders begin. The space is to be as small as possible consistent with economical typesetting. In unusual instances the space may also be used if there are two words but is not to be used with three or more words.

For example, see page 346.

NOTES

## 16. TEXT FOOTNOTES, INDEXES, AND CONTENTS

### FOOTNOTES AND REFERENCE MARKS

(For footnotes in tabular work, see p. 194.)

16.1. Except as noted under "Abbreviations" (p. 153), footnotes to text follow the style of text.

16.2. In a publication divided into chapters, sections, or articles, each beginning a new page, text footnotes begin with 1 in each such division. In a publication without such divisional grouping, footnotes are numbered consecutively from 1 to 99, and then begin with 1 again. In congressional hearings, footnotes begin with 1 on each page. However, in supplemental sections, such as appendixes and bibliographies, which are not parts of the publication proper, footnotes begin with 1.

16.3. Copy preparers must see that references and footnotes are plainly marked, and must also indicate the measure if footnotes are to be doubled, or tripled.

16.4. On a job that is not completed, the last footnote number must be given to Chief Copy Preparer, who will enter it in copy-book, so that there will be no question as to next footnote number.

16.5. If a reference is repeated on another page, it should carry the original footnote; but to avoid repetition of a long note, the copy preparer may use the words "See footnote 3 (6, 10, etc.) on p. —" instead of the entire footnote.

16.6. Unless copy is otherwise marked: (1) Footnotes to 12-point text (except 12-point briefs) are set in 8 point; (2) footnotes to 11-point text are set in 8 point, except in Supreme Court reports, in which they are set in 9 point; (3) footnotes to 10- and 8-point text are set in 6 point. (See also "Courtwork," p. 234.)

16.7. Footnotes are set as paragraphs and are separated from the text by a 50-point rule on 6-point body, flush on the left, with 1 lead above and below the rule.

16.8. Footnotes to indented matter are set full measure. (See also rules 14.116, p. 195; 14.159, p. 200.)

16.9. To achieve faithful reproduction of indented excerpt material (particularly legal work) containing original footnotes, these footnotes are placed at bottom of excerpt, separated by 3 leads; no side dash is used. Reference numbers are not changed to fit numbering sequence of text footnotes.

16.10. Footnotes must always begin on the page carrying the reference. The breaking over of a footnote from one page to the next should be avoided; but when this is unavoidable, the break should not be made on a paragraph.

16.11. Footnotes to charts, graphs, and other illustrations should be placed immediately beneath such illustrative material.

16.12. A cutoff dash is not required between the chart or graph and the footnotes.

16.13. For reference marks, roman superior figures, italic superior letters, or symbols (preferably the first) are used. Superior figures and letters are separated from the words to which they apply by thin

spaces, unless immediately preceded by periods or commas; footnote symbols are set closed up.

16.14. Where reference figures might lead to ambiguity (for example, in matter containing exponents), asterisks, daggers, etc., or italic superior letters may be used.

16.15. When symbols or signs are used for footnote reference marks, their sequence should be (\*) asterisk, (†) dagger, (‡) double dagger, (§) section mark, and (||) parallel. Should more symbols be needed, these may be doubled or tripled, but for simplicity and greater readability, it is preferable to extend the assortment by adding other single-character symbols.

16.16. Symbols with commonly established other meanings likely to produce confusion, such as the percent mark (%) and the number mark (#), should not be used.

16.17. To avoid possible confusion with numerals and letters frequently occurring in charts and graphs, it is preferable in such instances to use symbols as reference marks.

16.18. When an item carries several reference marks, the superior-figure reference precedes an asterisk, dagger, or similar character used for reference.

16.19. A superior reference mark follows all punctuation marks except a dash, but falls inside a closing parenthesis or bracket if applying only to matter within the parentheses or brackets.

16.20. Two or more footnote references occurring together are separated by thin spaces, not commas.

16.21. In a series of short footnotes, reference numerals or letters are alined on the right.

## INDEXES AND TABLES OF CONTENTS

16.22. Indexes and tables of contents are set in the same style as the text, except that *See* and *see also* are set in italic.

16.23. *Page, section, paragraph, etc.*, over figure columns are set in roman, flush on right, with 1 lead below even in solid matter. However, to avoid excess space caused by short entry lines, *page, etc.*, will be lowered to within 1 lead of figure column. This treatment does not apply to contents with more than one figure column or to two-column indexes. (See also rule 16.33, p. 219.)

ANNUAL REPORT OF THE SECRETARY OF THE TREASURY	455
Notes—Continued	
Treasury:	
Marketable:	Page
Exchanges.....	459
ANNUAL REPORT OF THE SECRETARY OF THE TREASURY	455
Notes—Continued	Page
Treasury.....	459

16.24. Where a word occurs in an index page column, either alone or with a figure, it is set flush on the right. If the word extends back into the leaders, it is preceded by an en space.

Explanatory diagram.....	Frontispiece
General instructions.....	VIII
Capitalization ( <i>see also</i> Abbreviations).....	16
Correct imposition (diagram).....	Facing 34
Legends. ( <i>See</i> Miscellaneous rules.)	

16.25. The figure column is 3 ems wide unless otherwise indicated.

16.26. Thin periods and commas are used in figure columns of indexes.

16.27. For better appearance, Roman numerals should be set in small caps in the figure columns of tables of contents and of indexes.

16.28. In indexes set with leaders, if the page numbers will not fit in the leader line, the first number only is set in that line and the other numbers are overrun. If the entry makes three or more lines and the last line of figures is not full, do not use a period at the end.

If page folios overrun-----	220, 224, 227, 230, 240	And this way when overrun folios make two or more lines_	220, 224-225, 230-240, 245, 246, 250- 255, 258, 300
-----------------------------	----------------------------	---	---

(For examples of item indentions in reading column of indexes set with leaders, see p. 493.)

16.29. Overrun page numbers are indented 3½ ems in measures not over 20 picas and 7 ems in wider measures, more than one line being used if necessary. These indentions are increased as necessary to not less than 2 ems more than the line immediately above or below.

16.30. When copy specifies that all overs are to be a certain number of ems, the runovers of the figure column shall be held in 2 ems more than the specified indention.

16.31. Examples of block-type indexes:

*Example 1*

Medical officer, radiological defense, 3  
 Medicolegal dosage, 44  
 Military Liaison Committee, 4  
 Monitoring, 58  
   Air, 62  
   Personnel, 59  
     Civilian, 60  
     Military, 59  
   Sea, 61  
   Ship, 61  
 Monitors, radiological defense, 3  
 NEPA, 29  
 NEPS, project, 30  
 Neutron(s), 16  
   Flux, 41  
 Nuclear binding energy, 22  
 Nuclear energy, release of, 23

*Example 2*

Brazil—Continued  
 Exchange restrictions, etc.—Con.  
   Williams mission (*see also* Wil-  
   liams, John H., special mission),  
   efforts in connection with ex-  
   change control situation, 586-588  
 Trade agreement with United States,  
   proposed:  
   Draft text, 558-567  
   Proposals for—  
     Inclusion of clauses relating to  
     exchange control operation,  
     550, 551, 557  
     Joint United States-Brazilian  
     declaration of policy: Brazilian  
     attitude, 553, 569, 570, 572-  
     574; information concerning,  
     550, 551, 552

16.32. In index entries the following forms are used:

- Brown, A. H., Jr. (*not* Brown, Jr., A. H.)
- Brown, A. H., & Sons (*not* Brown & Sons, A. H.)
- Brown, A. H., Co. (*not* Brown Co., A. H.)
- Brown, A. H., & Sons Co. (*not* Brown & Sons Co., A. H.)

16.33. In a table of contents, where *chapter*, *plate*, or *figure* is followed by a number and period in the first line and cleared in the following lines, an en quad is used after the period in the first line and the periods are alined on the right. Roman numerals, if used, aline on the right.

Chapter	Page
I. Introduction-----	I
II. Summary-----	1
VIII. Conclusions-----	7

**16.34.** Subheads in indexes and tables of contents are centered in the full measure. If such subheads extend into the figure column, the figure column and an equal number of ems on the left are cleared.

**16.35.** In contents set in combination of two sizes of lightface type, or in combination of boldface and lightface type, all page numbers in figure column will be set in lightface roman type. Contents set entirely in boldface will use boldface page numbers. All page numbers will be set in the predominant size.

	Page
<b>PART I. MAINTENANCE OF PEACE AND SECURITY</b> -----	<b>5</b>
Disarmament-----	6
Peaceful Uses of Atomic Energy-----	7
<b>Part I. Maintenance of Peace and Security</b> -----	<b>5</b>
Disarmament-----	6
Peaceful Uses of Atomic Energy-----	7
<b>Part I. Maintenance of Peace and Security</b> -----	<b>5</b>
Disarmament-----	<b>6</b>
Peaceful Uses of Atomic Energy-----	<b>7</b>

## 17. DATELINES, ADDRESSES, AND SIGNATURES

17.1. The general principle involved in the typography of datelines, addresses, and signatures is that they should be so set as to stand out clearly from the body of the letter or paper which they accompany. This is accomplished by using caps and small caps and italic, as set forth below. Other typographic details are designed to insure uniformity and good appearance. Street addresses and ZIP code numbers are not to be used. Certain general instructions apply alike to datelines, addresses, and signatures.

---

Envelope addresses and return addresses (also names of agencies and addresses set in single lines)

U.S. House of Representatives  
Committee on Education and Labor  
Room 429, House Office Building  
Washington, D.C. □20515

### General instructions

17.2. Principal words in datelines, addresses, and titles accompanying signatures are capitalized.

17.3. *Mr.*, *Mrs.*, and all other titles preceding a name, and *Esq.*, *Jr.*, *Sr.*, and *2d* following a name in address and signature lines, are set in roman caps and lowercase if the name is in caps and small caps or caps and lowercase; if the name is in caps, they are set in caps and small caps, if small caps are available—otherwise in caps and lowercase. (See also rule 10.37, p. 157.)

17.4. Lines set in caps, caps and small caps, or small caps are spaced with en quads.

### Spacing

17.5. A lead is used, unless space is clear, between dateline and text or address, address and text, text and signature, and signature and address. (See examples, rule 17.28, p. 226.)

### DATELINES

17.6. Datelines at the beginning of a letter or paper are set at the right side of the page, the originating office in caps and small caps, the place name and date in italic; if the originating office is not given, the place name is set in caps and small caps and the date in italic; if only the date is given, it is set in caps and small caps. Such datelines are indented from the right 1 em for a single line; 3 ems and 1 em, successively, for 2 lines; and 5 ems, 3 ems, and 1 em, successively, for 3 lines. In measures 30 picas or wider, these indentions are increased by 1 em.

THE WHITE HOUSE, □ □ □  
*Washington, D.C., January 1, 1966.* □  
THE WHITE HOUSE, *July 30, 1966.* □

TREASURY DEPARTMENT, □ □ □ □ □  
OFFICE OF THE TREASURER, □ □ □ □ □  
*Washington, D.C., January 1, 1966.* □

---

NOTE.—The U.S. Government Correspondence Manual offers proper forms of addresses, salutations, and closings. (See "Bibliography," p. 3.)

TREASURY DEPARTMENT, *July 30, 1966.* □

DEPARTMENT OF COMMERCE, □ □ □  
*July 30, 1966.* □

OFFICE OF JOHN SMITH & Co., □ □ □  
*New York, N.Y., June 6, 1966.* □

WASHINGTON, *May 20, 1966—10 a.m.* □

THURSDAY, MAY 8, 1966—2 P.M. □

JANUARY 24, 1966. □

WASHINGTON, *November 29, 1966* □ □ □  
[Received December 6, 1966]. □

ON BOARD U.S.S. "CONNECTICUT," □ □ □  
*January 21, 1966.* □

OFFICE OF THE COMMISSIONERS OF THE □ □ □ □ □  
DISTRICT OF COLUMBIA, □ □ □  
*Washington, January 6, 1966.* □

### 17.7. Congressional hearings:

#### MONDAY, OCTOBER 24, 1966<sup>1</sup>

HOUSE OF REPRESENTATIVES, □ □ □ □ □ □ □  
SUBCOMMITTEE ON IMMIGRATION, □ □ □ □ □  
COMMITTEE ON THE JUDICIARY, □ □ □  
*Washington, January 10, 1966.* □

HOUSE OF REPRESENTATIVES, □ □ □ □ □ □ □  
COMMITTEE ON MERCHANT MARINE □ □ □ □ □  
AND FISHERIES, □ □ □  
*Washington, D.C.* □

U.S. SENATE, □ □ □ □ □ □ □  
SUBCOMMITTEE OF THE COMMITTEE □ □ □ □ □  
ON ARMED SERVICES, □ □ □  
*Washington, D.C.* □

CONGRESS OF THE UNITED STATES, □ □ □ □ □  
JOINT COMMITTEE ON ATOMIC ENERGY, □ □ □  
*Washington, D.C.* □

17.8. Datelines at the end of a letter or paper, either above or below signature, are set on left in caps and small caps for the place and italic for the date. When the word *dated* is used, dateline is set in roman caps and lowercase, followed by a period and a 1-em dash.

□ MAY 7, 1966.

□ STEUBENVILLE, OHIO.

□ STEUBENVILLE, OHIO, *July 1, 1966.*

□ Dated July 1, 1966.

□ Dated Albany, March 12, 1966.

17.9. Datelines in newspaper extracts are set at the beginning of the paragraph, the place name in caps and small caps and the date in roman caps and lowercase.

□ ABOARD U.S.S. "HOPE," June 7, 1965.—

□ NEW YORK, N.Y., August 21, 1966.—A dispatch received here from \* \* \*.

<sup>1</sup> Dates in House hearings on appropriation bills are set on right in 10-point caps and small caps, with a 5-em dash above each date.



## ADDRESSES

17.10. Addresses are set flush left at the beginning of a letter or paper in congressional work (or at end in formal usage). (See examples, rule 17.28, p. 226.)

17.11. At beginning or at end:

To SMITH & JONES and  
 BROWN & GREEN, Esqs.,  
*Attorneys for Claimant*  
 (Attention of Mr. Green).

Hon. JOHN L. McCLELLAN,  
*U.S. Senate.*

Hon. CARROLL D. KEARNS,  
*U.S. House of Representatives.* (Collective address)

The PRESIDENT,  
*The White House.*

17.12. A long title following an address is set in italic caps and lowercase, the first line flush left and right, overruns indented 2 ems to clear a following 1-em paragraph indentation.

Hon. HUBERT H. HUMPHREY,  
*Chairman, Subcommittee on Reorganization of the Committee on Government*  
  *Operations, U.S. Senate, Washington, D.C.*

17.13. The name or title forming the first line of the address is set in caps and small caps, but *Mr.*, *Mrs.*, or other title preceding a name, and *Esq.*, *Jr.*, *Sr.*, or *2d* following a name, are set in roman caps and lowercase; the matter following is set in italic. The words *U.S. Army* or *U.S. Navy* immediately following a name are set in roman caps and lowercase in the same line as the name.

Maj. Gen. EDWARD M. MARKHAM, Jr., U.S. Army,  
*Chief of Engineers.*

CHIEF OF ENGINEERS, U.S. ARMY. (Full title, all caps and small caps.)

Maj. Gen. EDWARD M. MARKHAM,  
*Chief of Engineers, U.S. Army,*  
*Washington, D.C.*

Hon. RALPH R. ROBERTS,  
*Clerk of the House of Representatives.*

Hon. JOHN L. McCLELLAN,  
*U.S. Senator, Washington, D.C.*

Hon. CHARLES POTTER,  
*Senate Office Building, Washington, D.C.*

The COMMITTEE ON APPROPRIATIONS,  
*House of Representatives.*

17.14. General (or collective) addresses are set in italic caps and lowercase, flush left, with overruns indented 2 ems and ending with a colon, except when followed by a salutation, in which case a period is used.

17.15. Examples of general addresses when not followed by salutation (note the use of colon at end of italic line):

*To the Officers and Members of the Daughters of the American Revolution,*  
  *Washington, D.C.:*

*To the American Diplomatic and Consular Officers:*

*To Whom It May Concern:*

*Collectors of Customs:*

*To the Congress of the United States:*

17.16. Example of general address when followed by salutation (note the use of period at end of italic line):

*Senate and House of Representatives.*

<sup>[1 lead]</sup>  
□ GENTLEMEN: You are hereby \* \* \*.

17.17. Examples illustrating other types of addresses:

To the EDITOR:

To JOHN L. NELSON, *Greeting:*

To JOHN L. NELSON, *Birmingham, Ala., Greeting:*

To the CLERK OF THE HOUSE OF REPRESENTATIVES:

CHIEF OF ENGINEERS  
(Through the Division Engineer).

<sup>[1 lead]</sup>  
□ MY DEAR SIR: I have the honor \* \* \*.

□ Mr. REED: I have the honor \* \* \*.

□ DEAR Mr. REED: I have the honor \* \* \*.

Lt. (jg.) JOHN SMITH,  
*Navy Department:*

<sup>[1 lead]</sup>  
□ The care shown by you \* \* \*.

STATE OF NEW YORK,  
*County of New York, ss:*

<sup>[1 lead]</sup>  
□ Before me this day appeared \* \* \*.

DISTRICT OF COLUMBIA, ss:

<sup>[1 lead]</sup>  
□ Before me this day appeared \* \* \*.

### SIGNATURES

17.18. Signatures, preceded by an em dash, are sometimes run in with last line of text. (See also rule 9.53, p. 142.)

17.19. Signatures are set at the right side of the page. They are indented 1 em for a single line; 3 ems and 1 em, successively, for 2 lines; and 5 ems, 3 ems, and 1 em, successively, for 3 lines. In measures 30 picas or wider, these indentions are increased by 1 em. (See examples, rule 17.28, p. 226.)

17.20. The name or names are set in caps and small caps; *Mr.*, *Mrs.*, and all other titles preceding a name, and *Esq.*, *Jr.*, *Sr.*, and *2d* following a name, are set in roman caps and lowercase; the title following name is set in italic. Signatures as they appear in copy must be followed in regard to abbreviations.

17.21. If name and title make more than half a line, they are set as two lines.

17.22. Two to eight independent signatures, with or without titles, are alined on the left, and the longest name is indented 1 em from the right if no title follows.

W. H. SOUTHERLAND. □  
JAMES G. GREEN.  
WM. C. WILSON.

WARREN H. ATHERTON. □ □ □  
ALBERT J. HAYES.  
THOMAS C. KINKAID,  
*Commander, U.S. Navy (Retired).* □  
DAVID SARNOFF, *Chairman.*

17.23. More than eight signatures, with or without titles, are set full measure, roman caps and lowercase, run in, indented 5 and 7 ems

in measures of 26½ picas or wider; in measures less than 26½ picas, indent 3 and 5 ems.

□□□□ Brown, Shipley & Co.; Denniston, Cross & Co.; Fruhling & Groschen,  
 □□□□□ Attorneys; C. J. Hambro & Sons; Hardy, Nathan & Co.; Heilbut,  
 □□□□□ Symons & Co.; Harrison Bros. & Co., by George Harrison;  
 □□□□□ Hoare, Miller & Co.; Thomas Eaton Co.

17.24. A long title following a signature is set in italic caps and lowercase and is indented 2 and 3 ems on the left and 1 em on the right. These indentions are increased 1 em in measures 30 picas or wider.

□□□ Yours truly,

(Signed) □ THOMAS E. RHODES, □□□

□□ *Special Assistant to the Attorney General, Attorney for Howard Sutherland,* □

□□□ *Director, Office of Alien Property, and H. T. Tate, Acting Treasurer.*

17.25. The punctuation of closing phrases is governed by the sense. A detached complimentary close is made a new paragraph.

17.26. Examples of various kinds of signatures:

UNITED STATES IMPROVEMENT Co., □

By JOHN SMITH, *Secretary.*

TEXARKANA TEXTILE MERCHANTS & □

□ MANUFACTURERS' ASSOCIATION,

JOHN L. JONES, *Secretary.*

TEXARKANA TEXTILE MERCHANTS & □□□

□ MANUFACTURERS' ASSOCIATION,

HUBERT P. STONEGARTEN,

*Board Member and Secretary.* □

JOHN L. PENN, *Solicitor,* □□□

Per FREDERICK VAN DYNE,

*Assistant Solicitor.* □

JOHN W. SMITH □□□

(And 25 others). □

JOHN SMITH, □□□□

*Lieutenant Governor* □□□

(For the Governor of Maine). □

NORTH AMERICAN ICE Co., □

G. Y. ATLEE, *Secretary.*

Bob

ROBERT S. KERR. □

JOHN [his thumbmark] SMITH. □

CLARENCE CANNON,

AUGUST H. ANDRESEN,

*Managers on the Part of the House.* □

[1 lead]

CARTER GLASS,

CARL HAYDEN,

*Managers on the Part of the Senate.* □

□ I am, very respectfully, yours,

(Signed) □ FRED C. KLEINSCHMIDT, □□□

*Assistant Clerk, Court of Claims.* □

□ I have the honor to be,

□□□ Very respectfully, your obedient servant,

(Signed) □ John R. King

(Typed) □ JOHN R. KING, □□□

*Secretary.* □

or

(S) John R. King

JOHN R. KING, □□□

*Secretary.* □

Hoping to hear from you soon, I have the honor to be,  
   Very respectfully, your obedient servant,

HENRY L. JONES, M.D.

MARY J. JONES  
 Mrs. Henry T. Jones.

Attest:

RICHARD ROE, *Notary Public.*

By the Governor:

NATHANIEL COX, *Secretary of State.*

Approved.

JOHN SMITH, *Governor.*

By the President:

CORDELL HULL,     
*Secretary of State.*

On behalf of the Philadelphia Chamber of Commerce:

GEO. W. PHILIPS.   
 SAML. CAMPBELL.

Respectfully submitted.

L. A. WRIGHT, *U.S. Indian Agent.*

Yours truly,

Capt. JAMES STALEY, JR.,     
*Superintendent.*

Respectfully yours,

J. B. ELLIS.

Very respectfully,

A. F. CALDWELL, *U.S. Indian Agent.*

### 17.27. In quoted matter:

"Very respectfully,

"M. T. JENKINSON.   
 "ALBERT WARD."

### 17.28. Examples of various kinds of datelines, addresses, and signatures:

Re weather reports submitted by the International Advisory Committee of the  
  Weather Council.

[1 lead]

Mr. WILLIAM E. JONES, JR.,  
*Chairman, Commerce Committee,  
 Washington, D.C.*

[1 lead]

DEAR MR. JONES: We have been in contact with your office, etc.

[1 lead]      
 PAUL S. REED,      
*Executive Director,*     
*National Information Bureau.*

NEW YORK, August 19, 1964,  
 or, if copy—

AUGUST 19, 1964.

\_\_\_\_\_  
 LINCOLN PARK, MICH., February 15, 1966.

[1 lead]

Re Romeo O. Umanos, Susanna M. Umanos, case No. S-254, Immigration and  
  Naturalization Service, application pending.

[1 lead]

HON. FRANCIS E. WALTER,  
*Chairman, Subcommittee on Immigration,  
 Committee on the Judiciary, Washington, D.C.*

[1 lead]

DEAR MR. WALTER: You have for some time \* \* \*.

Sincerely yours,

CHARLES A. BRANDT,     
*Architectural Designer.*

\_\_\_\_\_  
 HON. FRANCIS E. WALTER,  
*Chairman, Subcommittee on Immigration of the Committee on the Judiciary, House  
  of Representatives, Washington, D.C.*

[1 lead]

DEAR MR. WALTER: You have for some time \* \* \*.

U.S. DEPARTMENT OF COMMERCE,   
 WEATHER BUREAU,   
 Washington, March 3, 1966.

HON. CHARLES E. CHAMBERLAIN,  
*House of Representatives,*  
 Washington, D.C.

DEAR MR. CHAMBERLAIN: We will be glad to give you any further information desired.

Sincerely yours,

F. W. REICHELDERFER,   
 Chief of Bureau.

---

NEW YORK, N.Y., February 10, 1966.   
 [1 lead]

To: All supervisory employees of production plants, northern and eastern divisions, New York State.

From: Production manager.

Subject: Regulations concerning vacations, health and welfare plans, and wage contract negotiations.

[1 lead]  
 It has come to our attention that the time \* \* \*.

---

WASHINGTON, D.C., May 16, 1966.

The Honorable the SECRETARY OF THE NAVY.

DEAR MR. SECRETARY: This is in response to your letter \* \* \*.

Very sincerely yours,  
 [SEAL]

LYNDON B. JOHNSON.

---

EAST LANSING, MICH., June 10, 1966.

To Whom It May Concern:

I have known Kyu Yawp Lee for 7 years and am glad to testify as to his fine character. He has been employed \* \* \*.

Wishing you success in your difficult and highly important job, we are,

Sincerely yours,

ELWIN J. GLEASON.  
 MILDRED T. GLEASON.

---

MARCH 10, 1966.

HON. JAMES O. EASTLAND,  
*Chairman, Committee on the Judiciary,*  
 U.S. Senate, Washington, D.C.

DEAR SENATOR: In response to your request for a report relative to \* \* \*.

Sincerely,

J. M. SWING, Commissioner.

---

VETERANS' ADMINISTRATION,   
 OFFICE OF THE ADMINISTRATOR OF   
 VETERANS' AFFAIRS,   
 Washington, D.C.

HON. JOHN L. McCLELLAN,  
*Chairman, Committee on Government Operations,*  
 U.S. Senate, Washington, D.C.

DEAR SENATOR McCLELLAN: Further reference is made to your reply \* \* \*.

Sincerely yours,

JOHN S. PATTERSON,   
 Deputy Administrator   
 (For and in the absence of   
 H. V. Higley, Administrator).

WASHINGTON, D.C., *September 16, 1966.* □

Mr. WILLIAM E. JONES, Jr.,  
*Special Assistant to the Attorney General, Attorney for Howard Sutherland, Director,*  
 □ □ *Office of Alien Property.*

□ DEAR <sup>[1 lead]</sup> MR. JONES: In reply to your letter \* \* \*.

□ □ □ Yours truly,

(Signed) □ THOMAS E. RHODES, □ □ □

□ □ *Special Assistant to the Attorney General, Attorney for Howard Sutherland,* □  
 □ □ □ *Director, Office of Alien Property.*

□ P.S.—<sup>[2 leads]</sup>A special word of thanks to you from J. R. Brown for your fine help.

<sup>[1 lead]</sup>  
 T. E. R. □

TOKYO, JAPAN, *November 13, 1966.* □

U.S. DEPARTMENT OF JUSTICE,  
 IMMIGRATION AND NATURALIZATION SERVICE,  
*Detroit, Mich.*

□ GENTLEMEN: <sup>[1 lead]</sup>This letter will testify to the personal character \* \* \*.

□ □ □ Very truly yours,

Mrs. GRACE C. LOHR, □ □ □ □ □  
*Inspector General Section, HQ, AFPE,* □ □ □ □  
*APO 343, San Francisco, Calif.* □

17.29. The word *seal* appearing with the signature of a notary or of an organized body, such as a company, is indented 1 em from left; if in personal signature, put at right and indent 1 em. Place 1-em quad between seal and signature. The word *seal* is to be set in small caps and bracketed.

□ [SEAL]

RICHARD ROE, □ □ □  
*Notary Public.* □

J. M. WILBER. □ [SEAL] □

BARTLET, ROBINS & Co. □ [SEAL] □

□ Done at the city of Washington this  
 16th day of May in the year of our Lord  
 nineteen hundred and sixty-six,  
 [SEAL] □ and of the independence of the  
 United States of America the  
 one hundred and ninety-first.

LYNDON B. JOHNSON. □

□ Done at the city of Washington this 16th day of May in the year of our Lord  
 nineteen hundred and sixty-six, and of the independence of the United  
 □ [SEAL] □ States of America the one hundred and ninety-first.

LYNDON B. JOHNSON. □

## 18. COURTWORK

(See also Capitalization; General Instructions; Italic)

18.1. Courtwork differs in style from other work only as set forth in this section; otherwise the style prescribed in the preceding sections will be followed.

### Supreme Court records

18.2. Paragraphs are made of answers in Q. and A. matter.

18.3. The folio number is flush in the same line as the first word of the folio and in a cut-in 3 ems square (unless there are 10 points of white space above or below). Indentions of paragraphs, etc., are in addition to the 3-em cut-in. In hanging indentions of headings the extra indention is carried to the end of the heading. (See p. 236.)

18.4. A cut-in folio is not used opposite a paragraph reading "Endorsement on cover."

18.5. Copy is followed literally, including capitalization (initial capitalization of words), punctuation (including compounding), and obscene language, but not italic.

18.6. Italic letters are used only to indicate errors in spelling (for example, *curely* for *surely*), except in the names of persons and firms, in geographic names, and in foreign words that are not law terms. These and errors in syntax are not corrected. Roman letters are used to indicate errors in words set in italic.

18.7. In typewritten records manifest errors of the typewriter are corrected (for example, if one letter has been struck over another or if a space appears where a letter was obviously intended to be); but if a word is used in the wrong place (for example, *in* for *on*; *boot* for *boat*), it is not changed nor set in italic.

18.8. Words having the sanction of any dictionary are permissible, and the spelling is not changed.

18.9. An apostrophe is used to indicate the omission of one or more letters in a word; but in well-established abbreviations, the period is used instead of an apostrophe.

18.10. Doublets are indicated by italicizing the repeated words or lines.

18.11. A 3-em quad is used to indicate the omission of one or more words.

18.12. The names of vessels are set in roman, quoted.

18.13. The titles of cases are set in roman, including the abbreviation of *versus*.

18.14. The word *The* is capitalized in names of legal cases as follows:

the said *The B. & O. R.R. Co.*

*The Sun v. The Globe*

*The City of Washington v. The B. & O. R.R. Co.*

the defendant, *The Davies County Bank*

18.15. Printing Office editorial marks must be erased before the copy is returned to the originating office. Copy preparers should make only necessary marks thereon, and those lightly, with a soft pencil. Cut-in folios should not be indicated on copy. All instructions are entered on the preparer's instruction sheet. The folio num-

bers on copy are picked up. Any matter preceding or following an original folio is marked, in pencil, with the jacket number followed by lowercase letters (e.g., J. 12-345a, J. 12-345b, etc., to the end).

18.16. Preparers must indicate on the instruction sheet such information as 11-point type, solid or leaded, cut-in folios, etc.

18.17. The following abbreviations of the names of reporters are used in citations of U.S. Supreme Court Reports:

Abbreviation	Name
Cr.	Cranch
Dall. or Dal.	Dallas
How.	Howard
Pet.	Peters
U.S.	U.S. Reports
Wall.	Wallace
Wheat.	Wheaton

### Briefs, decisions, exhibits, and opinions of other courts

18.18. In general, copy is printed "Fol., incl. caps and punc."

18.19. In opinions of the Court of Claims, the U.S. Court of Appeals for the District of Columbia, and all circuit courts of appeals, copy is followed, including capitalization. Titles of legal cases are italicized.

18.20. Single punctuation is used in citations wherever possible.

18.21. The *STYLE MANUAL* is followed in testimony in Court of Claims transcripts of evidence.

18.22. The spelling of Indian names is followed in the use of hyphens, accent marks, and spaces.

18.23. Superior letters are not used in abbreviations unless so indicated by the copy preparer.

18.24. Copy is followed as to use of the singular or plural possessive referring to the United States as claimant or claimants, defendant or defendants, etc. However, if conflicting forms are used in copy, they are made uniform, either singular or plural.

claimant's brief or claimants' brief  
appellee's exhibits or appellees' exhibits

18.25. When "emphasis supplied," "emphasis added," or "emphasis ours" appears in copy, it should not be changed; but "underscore supplied" should be changed to "italic supplied."

18.26. When *Question* and *Answer* are spelled out in copy, set in separate paragraphs.

18.27. In National Labor Relations Board transcript, the contracted forms *Q.* and *A.* are always used, run in, and the question and its answer are connected by an em dash.

18.28. If questions are numbered and the numbers with periods precede the questions, an en quad is used after the number; otherwise use 5-em space.

18.29. The words *infra* and *supra* are italicized. Copy is followed for the use of italic in Latin legal terms and abbreviations, in addition to italic used for emphasis.

18.30. In the titles of cases the first word and all principal words are capitalized, but not such terms as *defendant* and *appellee*.

18.31. In the titles of cases copy is followed as to use of figures and abbreviations.

18.32. Abbreviations in names of legal cases are to be followed literally in all classes of work.



**18.33.** The following examples indicate the capitalization, italic, small caps, abbreviations, etc., generally used, except the word *case*, which is set in italic only when so indicated in copy.

Defendant John Smith; *but* the defendant, John Smith.  
 The *Legal Tender* cases  
 In *Clarke's case*, the court said \* \* \*  
 In the case of *Clarke*  
*Clarke's case* (14 How. 14)  
 WALLACE, J., delivered the opinion  
*Brown's case*, 14 Hun 14 (N.Y. 1838)  
 In *Roe v. Doe*, the court ruled \* \* \*  
 In *Ex parte 74*, the court said \* \* \*  
 (*Ex parte 74*, 58 I.C.C. 220)  
 In the *Fifteen Percent Rate Increase* case, the court decided \* \* \*  
 In the case of Jones against Robinson.  
 (A general or casual reference to a case)  
 In *Jones v. Robinson*, 122 U.S. 329 (1929)  
 In *In re Robinson*, 19 Wall. (18 U.S.) 304 (1910), the Court \* \* \*  
*John Brown, Jr. v. Edwin Smith Smith & Brown, Inc. v. Commissioner Commissioner, etc. v. Klein Chain Co. Dunham Towing & Wrecking Co. v. Bassett* (the *Aksel Monson* case)  
*United States v. 12 Diamond Rings*  
*The United States v. Forty Hogsheads of Tobacco*  
 Stat., Rev. Stat., Stat. L., or R.S., as written  
 Bowman Act, 22 Stat. 50 (1939)  
 Act of August 5, 1953 (67 Stat. 588; 18 U.S.C. 1162 (or U.S.C., title 18, sec. 1162))  
 Act of August 5, 1882, Supp. Rev. Stat. sec. [or §] 284; Rev. Stat. sec. [or §] 15  
 Public Law 250, 84th Cong., 2d sess. (67 Stat. 623)  
 Public Law 85-143, Aug. 14, 1957

30 U.S.C., 1952 ed., Supp. II, sec. 184 (C.A.D.C. 1941) [Appeals, Dist. of Columbia]  
 (D.D.C. 1955) [District Court, Dist. of Columbia]  
 164 Fed. 205 (N.D. W. Va. 1949)  
 117 F. Supp. 463 (N.D. Del. 1949)  
 9 Pac. 735 (Mont. 1935)  
 9 P. 2d 1095 (Wash. 1932)  
 44 Atl. 317 (Del. 1899)  
 37 A. 2d 10 (Del. 1944)  
 259 S.W. 57 (Mo. 1957)  
 14 Fed. Cas. 143, No. 7621 (C.C.N.D. Ill. 1876)  
 34 Comp. Gen. 230 (1954)  
 132 Ct. Cl. 645 (1955)  
 43 CFR 192.14 [Code of Federal Regulations]  
 43 CFR, 1940 ed., 192.14  
 43 CFR, 1940 ed., Cum. Supp., 19.14  
 21 F.R. 623 [Federal Register]  
*United States v. Eller*, 114 F. Supp. 284 (N.D.N.C.), *rev'd* 208 F. (2d) (or (2) (but do not supply parentheses on "2d" if not in copy)) 716 (4th Cir. 1953), cert. denied, 347 U.S. 934 (1954)  
*United States ex rel. Smith v. Jones*  
*In the Matter of Jones*  
 8 Wigmore, *Evidence* § 2195 (3d ed. 1940)  
*Cf. Thomas v. Jones, supra*  
*Smith et al. v. Jones, infra*  
 Restatement, Second, *Agency* § 103  
 2 Moore, *Federal Practice* 9.2 at 1162, footnote 15  
 Legislative History:  
 I Leg. Hist. 983 (1949)  
 II Leg. Hist. 1001 (1959)

**18.34.** In citations of single lines, the period is inserted at the end of each line.

**18.35.** If citations are run in, semicolons are used.

**18.36.** The following forms show punctuation and spacing required:

1. X Q.	4. R. X Q.	24. Q.	46th. Cross-int.
X Ques. 1.	Re X Q. 1.	24. Question.	46. Cross-int.
1. Add. direct.	R. X Int. 1.	X Q. 1.	46. Cross-ques.
2. R.D.Q.	24. X Int.	24. Int.	46. C. Int.
3. R.R.D.Q.	X Int. 1.	5 Re X Q.	46th. C. Int.
3. Re D.Q.	X 20.	Re-R. X Q. 5.	Answer to cross-int. 1.
2. Re-R.D.Q.	24. X.	24th. Cross-ques.	Question 1.

**18.37.** When spelled out, use the following forms:

cross-examination  
 cross-interrogatory  
 re-cross-examination

redirect examination  
 re-redirect examination

**18.38.** Use brackets to enclose words interpolated by stenographer into or at the end of remarks of a witness.

**18.39.** Use parentheses for parenthetical phrases or sentences; also to enclose interpolated words following name, *Question* or *Answer*, or *Q.* or *A.*

18.40. If the entire sentence is in parentheses or brackets, the punctuation should be within the parentheses or brackets.

18.41. The following examples illustrate the use of brackets, parentheses, other punctuation, and spacing:

At end of sentence: [Laughter.]; within sentence: [laughter]

The paper was as follows [reads]:

I do not know. [Continues reading:]

The CHAIRMAN (to Mr. Smith).

Mr. KELLEY (to the chairman).

SEVERAL VOICES. Order!

The WITNESS. He did it that way [indicating].

By the COMMISSIONER:  
[2 leads]

Q. Do you know these men [handing witness a list]?  
[1 lead]  
(Objected to.)

A. [After examining list.] Yes; I do.

Q. Did you see—A. No, sir.

Q. [Interrupting.] But why?—A. I really cannot say.

Q. What did you say?—A. It was the *City of Paris*.

Q. The *City* of what? Did you say *Paris*?—A. No; I said *City*—

Q. Well, *Paris* or *Para*; it does not matter.

Question [continuing].

Answer [reads].

By Mr. SMITH:  
[2 leads]  
[1 lead]

18.42. In text, a parenthetical citation at the end of a sentence is included within the sentence unless it forms a sentence in itself or unless copy is specifically marked otherwise; but if a sentence contains more than one parenthetical reference, the one at the end is placed before the period.

This statement is made by the defendant. (See exhibit 1.)

This statement is made in the claimant's brief (p. 65).

This statement is made by the defendant (exhibit 1), but its accuracy is open to doubt (see exhibit 29).

That case has *not* been decided. [Italic ours.]

18.43. Only one cut-in is used in courtwork. Text matter that is an excerpt from law or a citation of language used as an argument and not a part of the brief proper is indented 3 ems on the left and separated from the full measure preceding and following matter by 3 leads. Other matter that follows a colon is quoted.

18.44. Footnote matter following a colon does not indent. It is quoted and set full measure.

18.45. All footnotes in 12-point briefs are set 10-point lead, and extracts in footnotes are set full measure and are quoted.

18.46. The following differences in capitalization and in the use of quotation marks should be noted:

The said paper was marked "Defendant's Exhibit No. 4" (exact title).

The defendant's exhibit No. 4 was thereupon placed on file.

18.47. The following capitalization is followed in all courtwork:

Circuit Court	Court of Appeals	John Smith, U.S. marshal
Circuit Court for the Southern District	Court of Customs and Patent Appeals	for the Northern District Southern District
Circuit Court of the United States for the Southern District of New York	Court of Claims District Court	Sixth Circuit Superior Court
County Court	Emergency Court of Appeals	Supreme Bench Tax Court

18.48. Unless otherwise indicated, covers and captions in briefs are single lead at all times. Signatures are also single lead, even in briefs set double lead.

[Cover for briefs]

No. 738

*In the Supreme Court of the United States*

OCTOBER TERM, 1966

BIG LAKE OIL COMPANY, PETITIONER  
[3 leads]

v.

[3 leads]

D. B. HEINER, COLLECTOR OF INTERNAL REVENUE FOR THE  
TWENTY-THIRD DISTRICT OF PENNSYLVANIA

*ON PETITION FOR WRIT OF CERTIORARI TO THE UNITED STATES  
COURT OF APPEALS FOR THE THIRD CIRCUIT*

BRIEF FOR THE RESPONDENT IN OPPOSITION

[Caption for briefs]

*In the Supreme Court of the United States*

OCTOBER TERM, 1966

No. 738

BIG LAKE OIL COMPANY, PETITIONER

v.

D. B. HEINER, COLLECTOR OF INTERNAL REVENUE FOR THE  
TWENTY-THIRD DISTRICT OF PENNSYLVANIA

*ON PETITION FOR WRIT OF CERTIORARI TO THE UNITED STATES  
COURT OF APPEALS FOR THE THIRD CIRCUIT*

BRIEF FOR THE RESPONDENT IN OPPOSITION

In briefs, agencies may request ZIP code numbers in a signature on cover and at end of brief.

JOHN SMITH,  
Attorney,  
Department of Justice,  
Washington, D.C. 20530.

[Cover for Circuit Court briefs]

No. 11266

---



---

**In the <sup>1</sup> United States Court of Appeals  
for the <sup>1</sup> Sixth Circuit**

---

[Case number is carried at this point in captions over text]

NATIONAL LABOR RELATIONS BOARD, PETITIONER

v.

S. H. KRESS &amp; COMPANY, RESPONDENT

---

ON PETITION FOR ENFORCEMENT OF AN ORDER OF THE  
NATIONAL LABOR RELATIONS BOARD <sup>2</sup>

---

BRIEF FOR THE NATIONAL LABOR RELATIONS BOARD <sup>3</sup>GEORGE J. BOTT,<sup>4</sup>*General Counsel,*

SAMUEL M. SINGER,

ROBERT G. JOHNSON,

*Attorneys,**National Labor Relations Board.*

To be argued by:

MARCEL MALLET-PREVOST,

*Attorney.<sup>5</sup>*


---

<sup>1</sup> "In the" and "for the" are not used in briefs for the Tenth Circuit, except for Tax Division briefs, in which these words are to be supplied. They are also to be supplied in briefs for all other circuit courts.

<sup>2</sup> In briefs for Second Circuit, set in 10-point italic.<sup>3</sup> In briefs for Second Circuit, set in case 132 if 1 line and in case 212 to avoid 2 lines.<sup>4</sup> In briefs for Second Circuit, set name in 12-point caps and small caps and title in italic.<sup>5</sup> In Second Circuit briefs, set in 12-point.

## NOTES

1. Unless otherwise specified (see note 4), all courtwork is set 25 picas wide, 12-point double leaded, except briefs (including cover) which may be set 11-point single leaded to avoid excess length. Transcripts are set 11-point single leaded, including cover.

2. Indexes for 12-point briefs are set 10-point single leaded; 11-point briefs, 8-point leaded.

3. Footnotes for 12-point briefs are set in 10 point; 11-point briefs, 8-point footnotes.

4. Tenth Circuit briefs are set 30 picas wide.

5. Tables are set 6-point leaded, with 6-point solid boxheads.

[Cover for briefs]

No. 49112

---



---

# In the United States Court of Claims

---

OTIS THORNTON, INDIVIDUALLY, AND OTIS THORNTON  
AS THE SURVIVING MEMBER OF AND IN BEHALF OF  
BOSWELL-KAHN-THORNTON COMMISSION CO. AND  
KAHN AND THORNTON COMMISSION CO., PLAINTIFF

v.

UNITED STATES OF AMERICA, DEFENDANT

---

## BRIEF FOR THE UNITED STATES

---

HOLMES BALDRIDGE,  
*Assistant Attorney General,*

ANDREW D. SHARPE,

ELLIS N. SLACK,

*Special Assistants to the Attorney General,*

JOHN A. REES, Jr.,

*Attorney.*

---



---

### BREAKDOWN OF DISPLAY HEADS IN BRIEFS

#### Supreme Court

#### CASE 2 CAPS

#### I

12-POINT SMALL CAPS

10-POINT SMALL CAPS

*10-point lowercase italic*

10-point lowercase

*12-point lowercase italic* (run-in sidehead)

#### Circuit courts

#### CASE 2 CAPS<sup>1</sup>

#### I. Case 131 lowercase

#### A. Case 130 lowercase

1. *Case 130 lowercase italic* (with roman figure "1")

a. *12-point lowercase italic* (centered or run-in sidehead)

12-point lowercase (centered or run-in sidehead)

<sup>1</sup> Second Circuit, Case 131 Caps.

[Cover for briefs]

**BRIEF FOR RESPONDENT****United States Court of Appeals**

FOR THE DISTRICT OF COLUMBIA CIRCUIT

No. 10530

IDAHO POWER COMPANY, PETITIONER

v.

FEDERAL POWER COMMISSION, RESPONDENT

ON PETITION TO REVIEW ORDERS OF THE FEDERAL POWER  
COMMISSION

BRADFORD ROSS,

*General Counsel,*

WILLARD W. GATCHELL,

*Assistant General Counsel,*

JOHN C. MASON,

*Attorney,**Counsel for Respondent,**Federal Power Commission, Washington, D.C.***EXAMPLES OF CUT-IN AND RUN-IN FOLIOS**11 In Supreme Court of District of Columbiabe considered, in justice and equity as a loss sustained by the corpo-  
ration in producing or in preparing to produce pyrites.25 The respondent says that the Secretary of the Interior did hear,  
consider, and determine that question, and that he found as a  
matter of fact that the Pratts were entitled to receive the \* \* \*.[224]  LONNIE SMETHERS (Board witness).

[225] DIRECT EXAMINATION

[107]  By Mr. SMITH: \_\_\_\_\_[126]  Q. Did you ever see Mr. Dougherty or Mr. Gullion come out?Q. Then, it is your testimony, is it, that the time you got up, and the  
machinery was shut down?—[109] A. Yes, sir.Q. Yes; tell us about it?—A. We started out with a certain number, I  
believe it was 12 packers \* \* \* Gullion would [127] hire them \* \* \*.he had been doing in the past, and that was about where that con-  
versa-[204]tion was left; and so far as the office employees are \* \* \*.

[Cover for briefs]

---



---

## In the United States Court of Customs and Patent Appeals

Patent Appeal No. 5648

IN RE HARKER H. HITTSON—IMPROVEMENT IN ROAD  
GRADER

BRIEF FOR THE COMMISSIONER OF PATENTS

W. W. COCHRAN,  
*Solicitor, U.S. Patent Office.*

E. L. REYNOLDS,  
*Of Counsel.*

---



---

[Supreme Court decisions]

## SUPREME COURT OF THE UNITED STATES

No. 295.—OCTOBER TERM, 1960.

Colonel Henry S. Robertson, President, Army Review Board, Petitioner,  <i>v.</i>  Robert H. Chambers.	}	On Writ of Certiorari to the United States Court of Appeals for the District of Colum- bia Circuit.
---	---	---

[April 9, 1961.]

MR. JUSTICE DOUGLAS delivered the opinion of the Court.

Respondent, a former captain in the Army, was honorably discharged for physical disability and without retirement pay, as the result of a decision by an Army Retiring

# In the United States Court of Claims

No. 284-63

(Filed Oct. 24, 1966)

ANDREW ALFORD v. THE UNITED STATES

REPORT OF COMMISSIONER TO THE COURT\*

*Loren K. Olson*, attorney of record for plaintiff. *Richard H. Speidel* and *Charles Hieken*, of counsel.

*Michael T. Platt*, with whom was *Assistant Attorney General John W. Douglas*, for defendant.

## OPINION

LANE, *Commissioner*: This is a patent suit under Title 28 U.S.C. § 1498, in which plaintiff seeks to recover reasonable

\* \* \* \* \*

Respectfully submitted,

[Supreme Court—Transcripts of record]

SUPREME COURT OF THE UNITED STATES

OCTOBER TERM, 1966

No. 439

JAMES C. DAVIS, DIRECTOR GENERAL OF RAILROADS,  
AND AGENT UNDER SECTION 206 OF TRANSPORTATION  
ACT OF 1920, PETITIONER

vs.

MRS. MAUDE E. GREEN, ADMINISTRATRIX OF THE  
ESTATE OF JESSE GREEN, DECEASED

ON PETITION FOR WRIT OF CERTIORARI TO THE SUPREME  
COURT OF THE STATE OF MISSISSIPPI

## INDEX

[Set index in 8-point leaded]

\*The opinion, findings of fact, and recommended conclusion of law are submitted under the order of reference and Rule 57(a).

<sup>1</sup> Decisions follow same general style.

<sup>2</sup> Footnotes and references are followed even if numbers are duplicated on same page. Place first footnote near reference, second footnote at bottom of page.



[Opinions—U.S. Court of Appeals for the District of Columbia]

# United States Court of Appeals

[3 leads]  
FOR THE DISTRICT OF COLUMBIA CIRCUIT

---

No. 6430

ROBERT N. HARPER, APPELLANT

[3 leads]

v.

[3 leads]

AUGUSTUS P. CRENSHAW, JR., AND JO V. MORGAN, AS ADMINISTRATORS OF THE ESTATE OF AUGUSTUS P. CRENSHAW, DECEASED; GEORGE W. LIPSCOMB; ET AL.

Appeal from the United States District Court for the District of Columbia

Argued October 16, 1937—Decided January 20, 1938

*William C. Sullivan*, of Washington, D.C., for appellant.

*George C. Gertman, Roger J. Whiteford, Arthur P. Drury, Hugh Hay O'Bear, James O'D. Moran, A. Coulter Wells, W. N. Tobriner, Leon Tobriner, Selig C. Brez, Benjamin S. Minor, and H. Prescott Gatley*, all of Washington, D.C., for appellees.

Before MARTIN, Chief Justice, and ROBB, VAN ORSDEL, GRONER, and STEPHENS, Associate Justices <sup>1</sup>

MARTIN, *Chief Justice*: This appeal is taken from an order and decree of the lower court sustaining a motion to dismiss the bill of complaint filed in that court by the appellant as plaintiff against the various appellees as defendants.

In the bill the plaintiff, Harper, alleges in substance that \* \* \*

\* \* \* \* \*

*Reversed and remanded.*

A true copy.

Test: <sup>2</sup>

[2 slugs]  
Clerk, U.S. Court of Appeals  
for the District of Columbia.

---

<sup>1</sup> C.J. and J.J. when in copy.

<sup>2</sup> As in copy.

NOTE.—Headings will be prepared in accordance with this sample, and copy of opinion proper will be followed literally, but titles of cases will be italicized, using roman "v." for *versus*. Quotations, which in the copy are indented, will be set in 8 point, full measure, enclosed in quotation marks if so in copy. Do not cut or mutilate copy in any way.

[Opinions—Circuit Courts of Appeals, all circuits]

UNITED STATES COURT OF APPEALS FOR THE<sup>1</sup> FOURTH  
CIRCUIT

No. 3747

THE UNITED STATES OF AMERICA, APPELLANT

[3 leads]

v.

[3 leads]

LOUISE EARWOOD, AS GUARDIAN OF THOMAS CALEB EARWOOD AND  
MAE EARWOOD, APPELLEESAppeal from the District Court of the United States for the Southern  
District of West Virginia, at Huntington. At lawArgued January 14, 1938—Decided April 2, 1938<sup>2</sup>March 22, 1938<sup>2</sup>Before NORTHCOTT and SOPER, Circuit Judges, and GLENN, District  
Judge*Mr. W. N. Ivie*, U.S. Attorney (*Mr. Cleveland Cabler*, Regional  
Attorney, Veterans' Bureau, and *Mr. G. T. Sullis*, Assistant U.S.  
Attorney, were with him on the brief), for appellant.*Mr. W. R. Donham* and *Mr. W. W. Shepherd* filed brief for appellees.*Opinion of the court*<sup>3</sup>NORTHCOTT, *Circuit Judge*: This is an action at law brought in the  
District Court of the United States for the Southern District of West

\* \* \* \* \*

The judgment is reversed and the cause is remanded for further  
and not inconsistent proceedings.*Affirmed.*

A true copy.

Teste:<sup>2</sup>

[Two slugs]

*Clerk of the U.S. Circuit Court of  
Appeals for the Fourth Circuit.*<sup>1</sup> Supply "for the" when not in copy.<sup>2</sup> As in copy.<sup>3</sup> Do not supply if not in copy.

## 19. USEFUL TABLES

### GEOLOGIC TERMS

[With suggestions by U.S. Geological Survey]

For capitalization, compounding, and use of quotations in geologic terms, copy is to be followed. The list below exemplifies common usage of both rock and time terms. The term *red beds* has been used to designate certain rocks of mixed lithologic character that are predominantly red; as a unit modifier the use should be *red-bed*. The terms lower, middle, and upper (referring to rocks) are capitalized only as indicated in the list (Upper Devonian, lower Tertiary, lower Paleozoic); similarly, the terms early, middle, and late (referring to time) are capitalized only as indicated. A formal geologic term is capitalized: Devonian System, Pliocene Series, San Rafael Group, Morrison Formation, Fayetteville Shale, Wedington Sandstone Member, Wisconsin Glaciation, Tazewell Stage. (Geologic terms quoted verbatim from published material should be left as the original author used them; however, it should be made clear that the usage is that of the original author.) A structural term such as arch, anticline, syncline, dome, uplift, or basin is not capitalized even if preceded by a name: Cincinnati arch, Cedar Creek anticline, Ozark uplift, Michigan basin. (A physiographic term that is preceded by a name is capitalized: Bighorn Basin, Half Dome.)

Alexandrian	glacial:	Mississippian:	Permian:
Animikie	interglacial	Upper, Late	Upper, Late
Atoka	postglacial	Lower, Early	Lower, Early
Belt	preglacial	Missouri	Pleistocene
Cambrian:	Glenarm	Mohawkian	Pliocene:
Upper, Late	Grand Canyon	Morrow	upper, late
Middle, Middle	Grenville	Niagara	middle, middle
Lower, Early	Guadalupe	Ochoa	lower, early
Carboniferous	Gulf	Ocoee	Precambrian:
Systems	Gunnison River	Oligocene:	upper
Cayuga	Jurassic:	upper, late	middle
Cenozoic	Upper, Late	middle, middle	lower
Cincinnatian	Middle, Middle	lower, early	Quaternary
Chester	Lower, Early	Osage	red beds
Comanche	Keweenawan	Ordovician:	Recent
Cretaceous:	Kinderhook	Upper, Late	Shasta
Upper, Late	Leonard	Middle, Middle	Silurian:
Lower, Early	Little Willow	Lower, Early	Upper, Late
Des Moines	Llano	Pahrump	Middle, Middle
Devonian:	Meramec	Paleocene:	Lower, Early
Upper, Late	Mesozoic:	upper, late	St. Croixan
Middle, Middle	pre-Mesozoic	middle, middle	Tertiary
Lower, Early	post-Mesozoic	lower, early	Triassic:
Eocene:	Miocene:	Paleozoic	Upper, Late
upper, late	upper, late	Pennsylvanian:	Middle, Middle
middle, middle	middle, middle	Upper, Late	Lower, Early
lower, early	lower, early	Middle, Middle	Virgil
		Lower, Early	Wolfcamp
			Yavapai

### PHYSIOGRAPHIC TERMS

[With suggestions by U.S. Geological Survey]

The following list of physical divisions of the United States has been approved by the Association of General Geographers and should be used as a guide to capitalization. The general terms *province* and *section*, used in the common-

noun sense, are not capitalized; the other terms are proper names and are therefore capitalized.

PHYSICAL DIVISIONS OF THE UNITED STATES

Major division	Province	Section
Laurentian Upland.....	Superior Upland.....	
Atlantic Plain.....	Continental Shelf.....	
	Coastal Plain.....	Embayed section. Sea Island section. Floridian section. East Gulf Coastal Plain. Mississippi Alluvial Plain. West Gulf Coastal Plain.
Appalachian Highlands.....	Piedmont province.....	Piedmont Upland. Piedmont Lowland. Northern section. Southern section. Tennessee section. Middle section. Hudson Valley.
	Blue Ridge province.....	Champlain section. Northern section.
	Valley and Ridge province.....	Mohawk section. Catskill section. Southern New York section. Allegheny Mountain section. Kanawha section. Cumberland Plateau. Cumberland Mountain section. Seaboard Lowland.
	St. Lawrence Valley.....	New England Upland. White Mountain section. Green Mountain section. Taconic section.
	Appalachian Plateaus.....	
	New England province.....	
Interior Plains.....	Adirondack province.....	
	Interior Low Plateaus.....	Highland Rim. Lexington Plain. Nashville Basin. Eastern lake section. Western lake section. Wisconsin Driftless section. Till Plains. Dissected Till Plains. Osage Plains. Missouri Plateau, glaciated. Missouri Plateau, unglaciated. Black Hills. High Plains. Plains Border. Colorado Piedmont. Raton section. Pecos Valley. Edwards Plateau. Central Texas section. Springfield-Salem plateaus. Boston "Mountains." Arkansas Valley. Ouachita Mountains.
	Central Lowland.....	
	Great Plains.....	
Interior Highlands.....	Ozark Plateaus.....	
	Ouachita province.....	
Rocky Mountain System.....	Southern Rocky Mountains.....	
	Wyoming Basin.....	
	Middle Rocky Mountains.....	
	Northern Rocky Mountains.....	
Intermontane Plateaus.....	Columbia Plateaus.....	Walla Walla Plateau. Blue Mountain section. Payette section. Snake River Plain. Harney section. High Plateaus of Utah. Uinta Basin. Canyon Lands. Navajo section. Grand Canyon section. Datil section. Great Basin. Sonoran Desert. Salton Trough. Mexican Highland. Sacramento section. Northern Cascade Mountains. Middle Cascade Mountains. Southern Cascade Mountains. Sierra Nevada.
	Colorado Plateaus.....	
	Basin and Range province.....	
Pacific Mountain System.....	Sierra-Cascade Mountains.....	

PHYSICAL DIVISIONS OF THE UNITED STATES—Continued

Major division	Province	Section
Pacific Mountain System—Con.	Pacific Border province.....	Puget Trough. Olympic Mountains. Oregon Coast Range. Klamath Mountains. California Trough. California Coast Ranges. Los Angeles Ranges.
	Lower Californian province.....	

PRINCIPAL AND GUIDE MERIDIANS AND BASE LINES OF THE UNITED STATES

First, second, etc., standard parallel.	Judith guide meridian. (Mont.)
First, second, etc., guide meridian.	Kanab guide meridian. (Utah.)
First, second, etc., principal meridian.	Kolob guide meridian. (Utah.)
Auxiliary (first, second, etc.) meridian.	Little Porcupine guide meridian. (Mont.)
Ashley guide meridian. (Utah.)	Louisiana meridian. (La.)
Beaverhead guide meridian. (Mont.)	Maginnis guide meridian. (Mont.)
Belt Mountain guide meridian. (Mont.)	Michigan meridian. (Mich.-Ohio.)
Big Hole guide meridian. (Mont.)	Mount Diablo base line. (Calif.-Nev.)
Bitterroot guide meridian. (Mont.)	Mount Diablo meridian. (Calif.-Nev.)
Black Hills base line. (S. Dak.)	Musselshell guide meridian. (Mont.)
Black Hills guide meridian. (S. Dak.)	Navajo base line. (Ariz.-N. Mex.)
Boise meridian. (Idaho.)	Navajo meridian. (Ariz.-N. Mex.)
Boulder guide meridian. (Mont.)	New Mexico guide meridian. (N. Mex.-Colo.)
Browning guide meridian. (Mont.)	New Mexico principal meridian. (N. Mex.-Colo.)
Buffalo Creek guide meridian. (Mont.)	Panguitch guide meridian. (Utah.)
Carson River guide meridian. (Nev.)	Passamari guide meridian. (Mont.)
Castle Valley guide meridian. (Utah.)	Pine Valley guide meridian. (Utah.)
Chickasaw meridian. (Miss.)	Principal meridian. (Mont.)
Choctaw base line. (Miss.)	Red Rock guide meridian. (Mont.)
Choctaw meridian. (Miss.)	Reese River guide meridian. (Nev.)
Cimarron meridian. (Okla.)	Ruby Valley guide meridian. (Nev.)
Colorado guide meridian. (Utah.)	St. Helena meridian. (La.)
Columbia guide meridian. (Wash.)	St. Stephens base line. (Ala.-Miss.)
Colville guide meridian. (Wash.)	St. Stephens meridian. (Ala.-Miss.)
Copper River meridian. (Alaska.)	Salt Lake meridian. (Utah.)
Coulson guide meridian. (Mont.)	San Bernardino base line. (Calif.)
Deer Lodge guide meridian. (Mont.)	San Bernardino meridian. (Calif.)
Deschutes meridian. (Oreg.)	Sevier Lake guide meridian. (Utah.)
Emery Valley guide meridian. (Utah.)	Seward meridian. (Alaska.)
Fairbanks meridian. (Alaska.)	Shields River guide meridian. (Mont.)
Flathead guide meridian. (Mont.)	Smith River guide meridian. (Mont.)
Fort Belknap guide meridian. (Mont.)	Snake Valley guide meridian. (Utah.)
Fremont Valley guide meridian. (Utah.)	Square Butte guide meridian. (Mont.)
Gila and Salt River meridian. (Ariz.)	Sweet Grass guide meridian. (Mont.)
Grand River guide meridian. (Utah.)	Tallahassee meridian. (Fla.)
Grande Ronde guide meridian. (Oreg.)	Teton guide meridian. (Mont.)
Green River guide meridian. (Utah.)	Uinta special meridian. (Utah.)
Haystack Butte guide meridian. (Mont.)	Ute principal meridian. (Colo.)
Helena guide meridian. (Mont.)	Valley Creek guide meridian. (Mont.)
Henry Mountain guide meridian. (Utah.)	Wah Wah guide meridian. (Utah.)
Horse Plains guide meridian. (Mont.)	Washington meridian. (Miss.)
Humboldt meridian. (Calif.)	Willamette meridian. (Oreg.-Wash.)
Humboldt River guide meridian. (Nev.)	Willow Springs guide meridian. (Utah.)
Huntsville meridian. (Ala.-Miss.)	Wind River meridian. (Wyo.)
Indian meridian. (Okla.)	Yantic guide meridian. (Mont.)
Jefferson guide meridian. (Mont.)	Yellowstone guide meridian. (Mont.)

PRINCIPAL FOREIGN COUNTRIES, TITLES OF CHIEFS OF STATE, NAMES OF LEGISLATIVE BODIES, ETC.

[With suggestions by the Department of State and the Board on Geographic Names]

Country	Chief of state	Legislative body	Form of government	Capital
Afghanistan	King	Parliament: Senate, National Assembly	Constitutional Monarchy	Kabul (Kābul)
Albania	President of the Presidency	People's Assembly (unicameral)	People's Republic	Tirana (Tiranë)
Algeria	Bishop of Urgel (Spain)	National Assembly (suspended)	Republic	Algiers
Andorra	President of the French Republic	General Council of the Valleys (unicameral)	Coprinceduality	Andorra
Argentina	President	National Congress: Senate, Chamber of Deputies (dissolved)	Republic	Buenos Aires
Australia	Queen (represented by Governor General)	Federal Parliament: Senate, House of Representatives	Commonwealth	Canberra
Austria	President	Parliament: Federal Council (Bundesrat), National Council (Nationalrat)	Federal Republic	Vienna (Wien)
Barbados	Queen (represented by Governor General)	Parliament: Senate, House of Assembly	Parliamentary State	Bridgetown
Belgium	King	Parliament: Senate, Chamber of Representatives	Constitutional Monarchy	Brussels (Bruxelles, Brussel)
Bhutan	Maharaja	Advisory Assembly	Kingdom	Thimphu
Bolivia	President	Congress: Senate, Chamber of Deputies	Republic	Sucre, legal capital; La Paz, seat of government
Botswana	do	Parliament: House of Chiefs, National Assembly	do	Gaborone
Brazil	do	Congress: Senate, Chamber of Deputies	Federal Republic	Brasília
Bulgaria	President of the Presidency	National Assembly (unicameral)	People's Republic	Sofia (Sofiya)
Burma	Chairman of the Revolutionary Council	Parliament: Chamber of Deputies, Chamber of Nationalities (dissolved)	Republic	Rangoon
Burundi	King (Mwami)	National Assembly (unicameral)	Constitutional Monarchy	Bujumbura
Cambodia	Chief of State	Parliament: Council of the Kingdom, National Assembly	do	Phnom Penh
Cameroon	President	Federal National Assembly (unicameral)	Federal Republic	Yaoundé
Canada	Queen (represented by Governor General)	Parliament: Senate, House of Commons	Parliamentary State	Ottawa
Central African Republic	Queen (represented by Governor General)	National Assembly (unicameral) (dissolved)	Republic	Bangui
Ceylon	President	Parliament: Senate, House of Representatives	Parliamentary State	Colombo
Chad	Governor General	National Assembly (unicameral)	Republic	Fort-Lamy
Chile	do	National Congress: Senate, Chamber of Deputies	do	Santiago
China	do	Legislative Yuan (Chamber) (unicameral)	do	Taipei (T'ai-pei) Taiwan
Colombia	do	Congress: Senate, House of Representatives	do	Bogotá
Congo, Republic of	do	National Assembly (unicameral)	do	Brazzaville
Congo, Democratic Republic of the	do	Parliament: Senate, House of Representatives	do	Kinshasa
Costa Rica	do	Legislative Assembly (unicameral)	do	San José
Cuba	do	None	Socialist Republic	Havana (La Habana)
Cyprus	do	House of Representatives (unicameral)	Republic	Nicosia
Czechoslovakia	do	National Assembly (unicameral)	Socialist Republic	Prague (Praha)
Dahomey	do	National Assembly (unicameral) (suspended)	Republic	Porto Novo
Denmark	King	Parliament (Folketinget) (unicameral)	Constitutional Monarchy	Copenhagen (København)

Dominican Republic.	President.	Congress: Senate, House of Deputies	Republic.	Santo Domingo.
Ecuador.	do.	Senate, Chamber of Deputies (suspended)	do.	Quito.
El Salvador.	do.	Legislative Assembly (unicameral)	do.	San Salvador.
Estonia <sup>1</sup> .	do.	do.	do.	Tallinn.
Ethiopia.	Emperor.	Parliament: Senate, Chamber of Deputies	Empire.	Addis Ababa (Addis Ababâ).
Finland.	President.	Parliament (Eduskunta) (unicameral)	Republic.	Helsinki (Helsingfors).
France.	do.	Parliament: Senate, National Assembly	do.	Paris.
Gabon.	do.	National Assembly (unicameral)	do.	Libreville.
Gambia, The.	Queen represented by Governor General).	House of Representatives (unicameral)	Parliamentary State.	Bathurst.
Germany, Federal Republic of. <sup>2</sup>	President.	Parliament: Federal Council (Bundesrat), Federal Assembly (Bundestag).	Federal Republic.	Bonn.
Ghana.	President (suspended).	National Assembly (unicameral) (suspended).	Republic.	Accra.
Greece.	King.	Parliament (Vouli) (unicameral)	Constitutional Monarchy	Athens (Athina).
Guatemala.	President.	Congress (unicameral)	Republic.	Guatemala City (Guatemala).
Guinea.	do.	National Assembly (unicameral)	do.	Conakry.
Guyana.	Queen (represented by Governor General).	Parliament: House of Assembly (unicameral)	Parliamentary State.	Georgetown.
Haiti.	President.	Legislative Chamber (unicameral)	Republic.	Port-au-Prince.
Honduras.	do.	Congress (unicameral)	do.	Tegucigalpa.
Hungary.	President of the Presidential Council.	National Assembly (unicameral)	People's Republic.	Budapest.
Iceland.	President.	Parliament (Althing): Upper Chamber (Efi Delid), Lower Chamber (Neore Delid).	Republic.	Reykjavik.
India.	do.	Parliament: Council of States (Rajya Sabha), House of the People (Lok Sabha).	do.	New Delhi.
Indonesia.	do.	Parliament (unicameral)	do.	Djakarta.
Iran.	King (Shahanshab)	Parliament: Senate, National Assembly (Majlis)	Constitutional Monarchy	Tehran (Tehrân).
Iraq.	President.	Parliament: Senate, Chamber of Deputies (abolished)	Republic.	Baghdad (Baghdâd).
Ireland.	do.	National Parliament (Oireachtas): Senate (Seanad Eireann) House of Representatives (Dail Eireann).	do.	Dublin.
Israel.	do.	Parliament (Knesset) (unicameral)	do.	Tel Aviv <sup>3</sup>
Italy.	do.	Parliament: Senate, Chamber of Deputies	do.	Rome (Roma).
Ivory Coast.	do.	National Assembly (unicameral)	do.	Abidjan.
Jamaica.	Queen (represented by Governor General).	Parliament: Senate, House of Representatives	Parliamentary State.	Kingston.
Japan.	Emperor.	Diet: House of Councillors, House of Representatives.	Constitutional Monarchy	Tokyo (Tôkyô)
Jordan.	King.	Parliament: Senate, Chamber of Deputies	do.	Amman (Amman.)
Kenya.	President.	Parliament: Senate, House of Representatives	Republic.	Nairobi.
Korea.	do.	National Assembly (unicameral)	do.	Seoul (Soul).
Kuwait.	Amir.	do.	Monarchy (Amiraté)	Kuwait.
Laos.	King.	Legislature: King's Council, National Assembly	Constitutional Monarchy	Vientiane.
Latvia <sup>1</sup> .	do.	Chamber of Deputies (unicameral)	Republic.	Riga (Rigâ).
Lebanon.	President.	Parliament: Senate, National Assembly	do.	Beirut (Bayrut).
Lesotho.	King.	Congress: Senate, House of Representatives	Constitutional Monarchy	Maseru.
Liberia.	President.	do.	Republic.	Monrovia.

See footnotes at end of table.

## PRINCIPAL FOREIGN COUNTRIES, TITLES OF CHIEFS OF STATE, NAMES OF LEGISLATIVE BODIES, ETC.—Continued

Country	Chief of state	Legislative body	Form of government	Capital
Libya.....	King.....	Parliament: Senate, House of Representatives.....	Constitutional Monarchy.....	Cocapitals: Benghazi (Banghazi), Tripoli (Tarābulus). Administrative center: Baida (Al Baydā).
Liechtenstein.....	Prince.....	Diet (unicameral).....	do.....	Vaduz.
Lithuania.....	President.....	Chamber of Deputies (unicameral).....	Republic.....	Kaunas.
Luxembourg.....	Grand Duke.....	Parliament: Senate, National Assembly.....	Constitutional Monarchy.....	Luxembourg.
Malagasy Republic.....	President.....	National Assembly (unicameral).....	Republic.....	Tananarive.
Malawi.....	do.....	Parliament: Senate, House of Representatives.....	do.....	Zomba.
Malaysia.....	Paramount Ruler.....	Legislative Council (Majlis) (unicameral).....	Constitutional Monarchy.....	Kuala Lumpur.
Maldives.....	Sultan.....	National Assembly (unicameral).....	do.....	Male.
Mali.....	President.....	House of Representatives (unicameral).....	Republic.....	Bamako.
Malta.....	Queen (represented by Governor General).....	National Assembly (unicameral).....	Parliamentary State.....	Valetta.
Mauritania.....	President.....	National Assembly (unicameral).....	Republic.....	Nouakchott.
Mexico.....	do.....	Congress: Senate, Chamber of Deputies.....	Federal Republic.....	Mexico City (Ciudad de México).
Monaco.....	Prince.....	National Council (unicameral).....	Constitutional Monarchy.....	Monaco.
Morocco.....	King.....	Parliament: Chamber of Councillors, House of Representatives.....	do.....	Rabat.
Muscat and Oman.....	Sultan.....	Absolute Monarchy.....	Sultanate.....	
Nepal.....	King.....	National Assembly (Panchayat) (unicameral).....	Monarchy.....	Muscat (Masqa); Salalah, Sultan's residence.
Netherlands.....	Queen.....	States-General: First-Chamber, Second-Chamber.....	Constitutional Monarchy.....	Katmandu (Kātmāndu). Capital, Amsterdam. Seat of government, The Hague ('s Gravenhage).
New Zealand.....	Queen (represented by Governor General).....	Parliament: House of Representatives (unicameral).....	Parliamentary State.....	Wellington.
Nicaragua.....	President.....	Congress: Senate, House of Deputies.....	Republic.....	Managua.
Niger.....	do.....	National Assembly (unicameral).....	do.....	Niamey.
Nigeria.....	President (suspended).....	Parliament: Senate, House of Representatives (suspended).....	Federal Republic.....	Lagos.
Norway.....	King.....	Parliament (Storting): Lagting, Odelsting.....	Constitutional Monarchy.....	Oslo.
Pakistan.....	President.....	National Assembly (unicameral).....	Republic.....	Rawalpindi, temporary capital at Islamabad.
Panama.....	do.....	do.....	do.....	Panama.
Paraguay.....	do.....	Chamber of Deputies (unicameral).....	do.....	Asuncion.
Peru.....	do.....	Congress: Senate, Chamber of Deputies.....	do.....	Lima.
Philippines.....	do.....	Congress: Senate, House of Representatives.....	do.....	Quezon City. Seat of government, Manila.
Poland.....	President of Council of State.....	Parliament (Sejm) (unicameral).....	People's Republic.....	Warsaw (Warszawa).
Portugal.....	President.....	National Assembly (unicameral).....	Republic.....	Lisbon (Lisboa).
*Rumania.....	President of Council of State.....	Grand National Assembly (unicameral).....	Socialist Republic.....	Bucharest (Bucuresti).
Rwanda.....	President.....	National Assembly (unicameral).....	Republic.....	Kigali.
San Marino.....	Captains-Regent <sup>2</sup> .....	Grand and General Council (unicameral).....	do.....	San Marino.



Saudi Arabia	King	Absolute Monarchy	Monarchy	Riyadh (Ar Riyadh), diplomatic center. Dakar.
Senegal	President	National Assembly (unicameral)	Republic	Dakar.
Sierra Leone	Queen (represented by Governor General)	House of Representatives (unicameral)	Parliamentary State	Freetown.
Singapore	President	Legislative Assembly (unicameral)	Republic	Singapore.
Somali Republic	do	National Assembly (unicameral)	do	Mogadisho.
South Africa, Republic of	do	Parliament: Senate, House of Assembly	do	Pretoria. Legislative capital, Capetown.
Spain <sup>6</sup>	Chief of State	Cortes (unicameral)	Monarchy	Madrid.
Sudan	President of Supreme Council of State	Constituent Assembly (unicameral)	Republic	Khartoum (Al Khurfum).
Sweden	King	Parliament (Riksdag): Upper Chamber, Lower Chamber. Federal Assembly (Bundersamting); Council of States (Ständerat), National Council (Nationalrat).	Constitutional Monarchy	Stockholm.
Switzerland	President	National Council of the Revolution (unicameral)	Confederation	Bern.
Syria	Head of State	National Assembly (unicameral)	Republic	Damascus (Dimashq).
Tanzania	President	Constituent Assembly (unicameral)	do	Dar es Salaam.
Thailand	King	National Assembly (unicameral)	Constitutional Monarchy	Bangkok (Krung Thep).
Togo	President	National Assembly (unicameral)	Republic	Lomé.
Trinidad and Tobago	Queen (represented by Governor General)	Parliament: Senate, House of Representatives	Parliamentary State	Port-of-Spain.
Tunisia	President	National Assembly (unicameral)	Republic	Tunis.
Turkey	do	Grand National Assembly: Republican Senate, National Assembly.	do	Ankara.
Uganda	Chairman of the Presidium of Supreme Soviet	National Assembly (unicameral)	Parliamentary State	Kampala.
Union of Soviet Socialist Republics	President	Supreme Soviet: Soviet of the Union, Soviet of Nationalities.	Federation of Soviet Republics	Moscow (Moskva).
United Arab Republic	Queen	National Assembly (unicameral)	Republic	Cairo (Al Qähira).
United Kingdom	President	Parliament: House of Lords, House of Commons	Constitutional Monarchy	London.
Upper Volta	President	National Assembly (unicameral) (suspended)	Republic	Ouagadougou.
Uruguay	President of National Council	General Assembly: Senate, Chamber of Representatives	do	Montevideo.
Venezuela	President	Congress: Senate, Chamber of Deputies	do	Caracas.
*Vietnam	Chairman of National Leadership Committee	National Legislative Assembly (unicameral) (abolished)	do	Saigon (Sai Gon).
Western Samoa	Head of State	Parliament: Head of State, Legislative Assembly	Parliamentary State	Apia.
Yemen	President	Norac	Republic	Sana'a (San'a').
Yugoslavia	do	Federal Assembly: Federal Chamber, Organizational-Chamber of Education and Culture, Chamber of Social Welfare and Health, Economic Chamber.	Federal Socialist Republic	Belgrade (Beograd).
Zambia	do	National Assembly (unicameral)	Republic	Lusaka.

\*The State Department and Board on Geographic Names preference for these countries are Romania and Viet-Nam.

<sup>1</sup> The United States has not recognized the Soviet regime in Estonia, Latvia, and Lithuania.

<sup>2</sup> In this table, the items in the entry for Germany apply to the Federal Republic of Germany, the government established in Western Germany. This government achieved sovereignty on May 5, 1955, under terms of the Paris treaties. The govern-

ment for Berlin functions in the American, British, and French sectors of occupation of Berlin, under authority of the Allied Kommandatura.

<sup>3</sup> In 1950, the Israel Parliament proclaimed Jerusalem as the capital. The United States does not recognize Jerusalem as the capital and the United States Embassy continues to be located in Tel Aviv.

<sup>4</sup> No accurate English equivalents.  
<sup>5</sup> The Law of Succession, July 27, 1947, declared that Spain was constituted a kingdom.

## NOUNS AND ADJECTIVES DENOTING NATIONALITY

[Revised with suggestions by the Department of State]

Country or region	Noun (plural ending in parentheses)	Adjective
Afghanistan	Afghan(s)	Afghan.
Albania	Albanian(s)	Albanian.
Algeria	Algerian(s)	Algerian.
Andorra	Andorran(s)	Andorran.
Argentina	Argentine(s)	Argentine.
Australia	Australian(s)	Australian.
Austria	Austrian(s)	Austrian.
Barbados	Barbadian(s)	Barbadian.
Belgium	Belgian(s)	Belgian.
Bhutan	Bhutanese (singular, plural)	Bhutanese.
Bolivia	Bolivian(s)	Bolivian.
Botswana	Botswana (singular, plural)	Botswana.
Brazil	Brazilian(s)	Brazilian.
Bulgaria	Bulgarian(s)	Bulgarian.
Burma	Burman(s)	Burmese.
Burundi	Burundian(s)	Burundian.
Cambodia	Cambodian(s)	Cambodian.
Cameroon	Cameroonian(s)	Cameroonian.
Canada	Canadian(s)	Canadian.
Central African Republic	Central African(s)	Central African.
Ceylon	Ceylonese (singular, plural)	Ceylonese.
Chad	Chadian(s)	Chadian.
Chile	Chilean(s)	Chilean.
China	Chinese (singular, plural)	Chinese.
Colombia	Colombian(s)	Colombian.
Congo, Republic of (Brazzaville)	Congolese (singular, plural)	Congolese or Congo.
Congo, Democratic Republic of the (Kinshasa)	do.	Do.
Costa Rica	Costa Rican(s)	Costa Rican.
Cuba	Cuban(s)	Cuban.
Cyprus	Cypriot(s)	Cypriot.
Czechoslovakia	Czechoslovak(s)	Czechoslovak.
Dahomey	Dahomean(s)	Dahomean.
Denmark	Dane(s)	Danish.
Dominican Republic	Dominican(s)	Dominican.
Ecuador	Ecuadorean(s)	Ecuadorean.
El Salvador	Salvadoran(s)	Salvadoran.
Estonia	Estonian(s)	Estonian.
Ethiopia	Ethiopian(s)	Ethiopian.
Finland	Finn(s)	Finnish.
France	Frenchman (men)	French.
Gabon	Gabonese (singular, plural)	Gabonese.
Gambia, The	Gambian(s)	Gambian.
Germany, Federal Republic of	German(s)	German.
Ghana	Ghanaian(s)	Ghanaian.
Greece	Greek(s)	Greek.
Guatemala	Guatemalan(s)	Guatemalan.
Guinea	Guinean(s)	Guinean.
Guyana	Guyanese (singular, plural)	Guyanese.
Haiti	Haitian(s)	Haitian.
Honduras	Honduran(s)	Honduran.
Hungary	Hungarian(s)	Hungarian.
Iceland	Icelandic(s)	Icelandic.
India	Indian(s)	Indian.
Indonesia	Indonesian(s)	Indonesian.
Iran	Iranian(s)	Iranian.
Iraq	Iraqi(s)	Iraqi.
Ireland	Irishman (men), Irish (collective, plural)	Irish.
Israel	Israeli(s)	Israeli.
Italy	Italian(s)	Italian.
Ivory Coast	Ivoirian(s)	Ivoirian.
Jamaica	Jamaican(s)	Jamaican.
Japan	Japanese (singular, plural)	Japanese.
Jordan	Jordanian(s)	Jordanian.
Kenya	Kenyan(s)	Kenyan.
Korea	Korean(s)	Korean.
Kuwait	Kuwaiti(s)	Kuwaiti.
Laos	Lao (singular, plural)	Lao or Laotian.
Latvia	Latvian(s)	Latvian.
Lebanon	Lebanese (singular, plural)	Lebanese.
Lesotho	Basotho (singular, plural)	Basotho.
Liberia	Liberian(s)	Liberian.
Libya	Libyan(s)	Libyan.
Liechtenstein	Liechtensteiner(s)	Liechtenstein.
Lithuania	Lithuanian(s)	Lithuanian.
Luxembourg	Luxembourger(s)	Luxembourg.
Malagasy Republic	Malagasy (singular, plural)	Malagasy.
Malawi	Malawian(s)	Malawian.
Malaysia	Malaysian(s)	Malaysian.
Maldives Islands	Maldivian(s)	Maldivian.
Mali	Malian(s)	Malian.

## NOUNS AND ADJECTIVES DENOTING NATIONALITY--Continued

Country or region	Noun (plural ending in parentheses)	Adjective
Malta	Maltese (singular, plural)	Maltese.
Mauritania	Mauritanian(s)	Mauritanian.
Mexico	Mexican(s)	Mexican.
Monaco	Monacan(s), Monegasque(s)	Monacan or Monegasque.
Morocco	Moroccan(s)	Moroccan.
Muscat and Oman	Muscati(s), Omani(s)	Muscati and Omani.
Nepal	Nepalese (singular, plural)	Nepalese.
Netherlands	Netherlander(s)	Netherlands.
New Zealand	New Zealander(s)	New Zealand.
Nicaragua	Nicaraguan(s)	Nicaraguan.
Niger	Nigeris (singular, plural)	Niger.
Nigeria	Nigerian(s)	Nigerian.
Norway	Norwegian(s)	Norwegi an.
Pakistan	Pakistani(s)	Pakistani.
Panama	Panamanian(s)	Panamanian.
Paraguay	Paraguayan(s)	Paraguayan.
Peru	Peruvian(s)	Peruvian.
Philippines	Filipino(s)	Philippine.
Poland	Pole(s)	Polish.
Portugal	Portuguese (singular, plural)	Portuguese.
*Rumania	Rumanian(s)	Rumanian.
Rwanda	Rwandan(s)	Rwandan.
San Marino	Sanmarinese (singular, plural)	Sanmarinese.
Saudi Arabia	Saudi	Saudi Arabian or Saudi.
Senegal	Senegalese (singular, plural)	Senegalese.
Sierra Leone	Sierra Leonean(s)	Sierra Leonean.
Singapore	Singaporean(s)	Singaporean.
Somali Republic	Somali(s)	Somali.
South Africa, Republic of	South African(s)	South African.
Spain	Spaniard(s)	Spanish.
Sudan	Sudanese (singular, plural)	Sudanese.
Sweden	Swede(s)	Swedish.
Switzerland	Swiss (singular, plural)	Swiss.
Syria	Syrian(s)	Syrian.
Tanzania	Tanzanian(s)	Tanzanian.
Thailand	Thai (singular, plural)	Thai.
Togo	Togolese (singular, plural)	Togolese.
Trinidad and Tobago	Trinidadian(s), Tobagan(s)	Trinidadian and Tob gan.
Tunisia	Tunisian(s)	Tunisian.
Turkey	Turk(s)	Turkish.
Uganda	Ugandan(s)	Ugandan.
Union of Soviet Socialist Republics	Soviet (s)	Soviet.
United Arab Republic	Egyptian(s)	United Arab Republic.
United Kingdom	Briton(s), British (collective plural)	British.
United States of America	American(s)	American.
Upper Volta	Upper Voltan(s)	Upper Voltan.
Uruguay	Uruguayan(s)	Uruguayan.
Venezuela	Venezuelan(s)	Venezuelan.
* Vietnam	Vietnamese (singular, plural)	Vietnamese.
Western Samoa	Western Samoan(s)	Western Samoan.
Yemen	Yemeni(s)	Yemeni.
Yugoslavia	Yugoslav(s)	Yugoslav.
Zambia	Zambian(s)	Zambian.

\*The State Department and Board on Geographic Names preference for these countries are Romania and Viet-Nam.

## FOREIGN MONEY

[Based on list of currency units and abbreviations provided by the International Monetary Fund and the Department of State]

Country or area	Basic monetary unit		Principal fractional unit	
	Name	Symbol	Name	Abbreviation or symbol
Afghanistan	Afghani	Afg.	Pul.	
Albania	Lek		Quintar	
Algeria	Dinar	AD	Centime	
Andorra	French Franc	Fr.	Centime	
	Spanish Peseta	Pta.	Centimo	
Argentina	Peso	M\$N	Centavo	Ctvo.
Australia	Dollar	A\$	Cent	
Austria	Schilling	S.	Groschen (S. & P.)	
Barbados	East Caribbean Dollar	EC\$	Cent	
Belgium	Franc	BF	Centime	
Bhutan	Indian Rupee	Rs.	Naya paisa	N.p.
Bolivia	Peso Boliviano	B\$	Centavo	Ctvo.
Botswana	South African Rand	R	Cent	
Brazil	Cruzeiro	Cr\$	Centavo	Ctvo.
Bulgaria	Lev		Stotinka (-ki)	
Burma	Kyat	K	Pya	
Burundi	Franc	RBF		
Cambodia	Riel		Sen	
Cameroon	CFA Franc	CFAF		
Canada	Dollar	Can\$	Cent	C, ct.
Central African Republic	CFA Franc	CFAF		
Ceylon	Rupee	Cey Rs.	Cent	
Chad	CFA Franc	CFAF		
Chile	Escudo	Esc.	Centesimo	
China	Yuan	NT\$	Fen.	
Colombia	Peso	Col\$	Centavo	Ctvo.
Congo, Republic of	CFA Franc	CFAF		
Congo, Democratic Republic of the	Franc	CF		
Costa Rica	Colón	CR¢	Centimo	Ctmo.
Cuba	Peso	Cub\$	Centavo	Ctvo.
Cyprus	Pound	C.£	Mil.	
Czechoslovakia	Koruna	Kcš	Heller	
Dahomey	CFA Franc	CFAF		
Denmark	Krone	DKr.	Øre (S. & P.)	
Dominican Republic	Peso	RD\$	Centavo	Ctvo.
Ecuador	Sucre	ES/	Centavo	Ctvo.
El Salvador	Colón	ES¢	Centavo	Ctvo.
Estonia	Ruble		Kopek	
Ethiopia	Dollar	Eth\$	Cent	
Finland	Markka	Fmk	Penni (pennia)	Pia.
France	Franc	Fr.	Centime	
Gabon	CFA Franc	CFAF		
Gambia, The	Pound	WA.£	Shilling, penny (pence)	S., d.
Germany, Federal Republic of	Deutsche Mark	DM	Pfennig (S. & P.)	Pf.
Ghana	Cedi	¢	Pesawa	
Greece	Drachma	Dr.	Lepton (lepta)	
Guatemala	Quetzal (Quetzales)	Q	Centavo	Ctvo.
Guinea	Franc	G Fr.		
Guyana	Guyana Dollar	G\$ (or G)	Cent	
Haiti	Gourde	G	Centime	
Honduras	Lempira	L	Centavo	Ctvo.
Hungary	Forint	Ft.	Filler (S. & P.)	
Iceland	Króna (Krónur)	IKr.	Øre (S. & P.)	
India	Rupee	Rs.	Naya paisa	N.p.
Indonesia	Rupiah	Rp.	Sen (S. & P.)	
Iran	Rial	Rls.	Dinar	
Iraq	Dinar	ID	Fil	
Ireland	Pound	Ire.£	Shilling, penny (pence)	S., d.
Israel	Pound	IS£	Prutah (prutot)	
Italy	Lira (Lire)	Lit.	Centesimo (-mi)	Ctmo.
Ivory Coast	CFA Franc	CFAF		
Jamaica	Pound	J£	Shilling, penny (pence)	S., d.
Japan	Yen	¥	Sen (S. & P.)	
Jordan	Dinar	JD	Fil	
Kenya	E. African Shilling	EA Sh.	Cent	
Korea	Won		Chon	
Kuwait	Dinar	KD	Fil	
Laos	Kip	K	At	
Latvia	Ruble		Kopek	
Lebanon	Pound	LL	Piaster	
Lesotho	S. African Rand	R	Cent	
Liberia	Dollar	Lib\$	Cent	

## FOREIGN MONEY—Continued

Country or area	Basic monetary unit		Principal fractional unit	
	Name	Symbol	Name	Abbreviation or symbol
Libya.....	Pound.....	LE.....	Piaster.....	
Liechtenstein.....	Swiss Franc.....		Centime.....	
Lithuania.....	Ruble.....		Kopek.....	
Luxembourg.....	Franc.....	Lux Fr.....	Centime.....	
Malagasy Republic.....	CFA Franc.....	CFAF.....		
Malawi.....	Pound.....	ME.....	Shilling, penny (pence).....	S., d.
Malaysia.....	Dollar.....	MS.....	Cent.....	
Maldives Islands.....	Rupee.....	MRS.....	Lari.....	
Mali.....	Franc.....	MFr.....		
Malta.....	UK Pound.....	£.....		
Mauritania.....	CFA Franc.....	CFAF.....		
Mexico.....	Peso.....	Mex\$.....	Centava.....	Ctvo.
Monaco.....	French Franc.....	Fr.....	Centime.....	
Morocco.....	Dirham.....	DH.....	Franc.....	
Muscat and Oman.....	Gulf Rupee.....	GRs.....	Naya paisa.....	
Nepal.....	Rupee.....	NRs.....	Pie, pice.....	
Netherlands.....	Guilder.....	f.....	Cent.....	
New Zealand.....	Pound.....	NZE.....	Shilling, penny (pence).....	S., d.
Nicaragua.....	Córdoba.....	C\$.....	Centavo.....	Ctvo.
Niger.....	CFA Franc.....	CFAF.....		
Nigeria.....	Pound.....	N£.....	Shilling, penny (pence).....	S., d.
Norway.....	Krone.....	NKr.....	Öre (S. & P.).....	
Pakistan.....	Rupee.....	PRs.....	Paisa.....	
Panama.....	Balboa.....	B.....	Centesimo.....	Ctmo.
Paraguay.....	Guaraní.....	PG.....	Céntimo.....	Ctmo.
Peru.....	Sol (Soles).....	PS/.....	Centavo.....	Ctvo.
Philippines.....	Peso.....	P.....	Centavo.....	Ctvo.
Poland.....	Zloty.....	Zl.....	Grosz (grosze).....	
Portugal.....	Escudo.....	Esc.....	Centavo.....	
*Rumania.....	Lei.....		Ban (bani).....	
Rwanda.....	Franc.....	RBF.....		
San Marino.....	Italian Lira.....	Lit.....	Centesimo.....	
Saudi Arabia.....	Riyal.....	SRIs.....	Halala (S. & P.).....	
Senegal.....	CFA Franc.....	CFAF.....		
Sierra Leone.....	Leone.....	Le.....		
Singapore.....	Malaysian Dollar.....	M\$.....	Cent.....	
Somali Republic.....	Somali Shilling.....	SSh.....	Centesimo.....	
South Africa, Republic of.....	Rand.....	R.....	Cent.....	
Spain.....	Peseta.....	Pts.....	Céntimo.....	
Sudan.....	Pound.....	Sd£.....	Piaster.....	
Sweden.....	Krooa (Kronur).....	SKr.....	Öre.....	
Switzerland.....	Franc.....	Sw Fr.....	Centime.....	
Syria.....	Pound.....	S£.....	Piaster.....	
Tanzania.....	E. African Shilling.....	EA Sh.....	Cent.....	
Thailand.....	Baht.....	B.....	Satang.....	
Togo.....	CFA Franc.....	CFAF.....		
Trinidad and Tobago.....	TT Dollar.....	TT\$.....	Cent.....	
Tunisia.....	Dinar.....	D.....	Mil.....	
Turkey.....	Lira.....	TL.....	Kurus.....	
Uganda.....	Shilling.....	USh.....	Cent.....	
Union of Soviet Socialist Republics.....	Ruble.....		Kopek.....	
United Arab Republic.....	Pound.....	E£.....	Piaster.....	
United Kingdom.....	Pound.....	£.....	Shilling, penny (pence).....	S., d.
Upper Volta.....	CFA Franc.....	CFAF.....		
Uruguay.....	Peso.....	Ur\$.....	Centesimo.....	
Venezuela.....	Bolívar.....	Bs.....	Centimo.....	
*Vietnam.....	Piastre.....	VN\$.....	Centime.....	
Western Samoa.....	Australian Dollar.....	A\$.....	Cent.....	
Yemen.....	Imadi, Maria Theresa Thaler.....	MT\$.....	Gossha.....	
Yugoslavia.....	Dinar.....	Din.....	Para.....	
Zambia.....	Pound.....	Z£.....	Shilling, penny (pence).....	S., d.

\*The State Department and Board on Geographic Names preference for these countries are Romania and Viet-Nam.

## METRIC TABLES

## LENGTH

Myriameter.....	10,000 meters...	6.2137 miles.	Meter.....	1 meter.....	39.37 inches.
Kilometer.....	1,000 meters...	0.62137 mile.	Decimeter.....	0.1 meter.....	3.937 inches.
Hectometer.....	100 meters.....	328 feet 1 inch.	Centimeter.....	0.01 meter.....	0.3937 inch.
Dekameter.....	10 meters.....	393.7 inches.	Millimeter.....	0.001 meter.....	0.0394 inch.

## AREA

Hectare.....	10,000 square meters...	2.471 acres.
Are.....	100 square meters.....	119.6 square yards.
Centiare.....	1 square meter.....	1,550 square inches.

## WEIGHT

Name	Number of grams	Volume corresponding to weight	Avoirdupois weight
Metric ton, millier or tonneau.....	1,000,000	1 cubic meter.....	2,204.6 pounds.
Quintal.....	100,000	1 hectoliter.....	220.46 pounds.
Myriagram.....	10,000	1 dekaliter.....	22.046 pounds.
Kilogram or kilo.....	1,000	1 liter.....	2.2046 pounds.
Hectogram.....	100	1 deciliter.....	3.5274 ounces.
Dekagram.....	10	10 cubic centimeters.....	0.3527 ounce.
Gram.....	1	1 cubic centimeter.....	15.432 grains.
Decigram.....	.1	0.1 cubic centimeter.....	1.5432 grains.
Centigram.....	.01	10 cubic millimeters.....	0.1543 grain.
Milligram.....	.001	1 cubic millimeter.....	0.0154 grain.

## CAPACITY

Name	Number of liters	Metric cubic measure	U.S. measure	British measure
Kiloliter, or stere.....	1,000	1 cubic meter.....	1.308 cubic yards.....	1.308 cubic yards.
Hectoliter.....	100	0.1 cubic meter.....	2.838 bushels; 26.417 gallons.	2.75 bushels; 22.00 gallons.
Dekaliter.....	10	10 cubic decimeters.	1.135 pecks; 2.6417 gallons.	8.80 quarts; 2.200 gallons.
Liter.....	1	1 cubic decimeter..	0.908 dry quart; 1.0567 liquid quarts.	0.880 quart.
Deciliter.....	.1	0.1 cubic decimeter.	6.1023 cubic inches; 0.845 gill.	0.704 gill.
Centiliter.....	.01	10 cubic centimeters.	0.6102 cubic inch; 0.338 fluid ounce.	0.352 fluid ounce.
Milliliter.....	.001	1 cubic centimeter.	0.061 cubic inch; 0.271 fluid dram.	0.284 fluid dram.

## COMMON MEASURES AND THEIR METRIC EQUIVALENTS

Common measure	Equivalent	Common measure	Equivalent
Inch.....	2.54 centimeters.	Dry quart, United States.	1.101 liters.
Foot.....	0.3048 meter.	Quart, imperial.....	1.136 liters.
Yard.....	0.9144 meter.	Gallon, United States.....	3.785 liters.
Rod.....	5.029 meters.	Gallon, imperial.....	4.546 liters.
Mile.....	1.6093 kilometers.	Peck, United States.....	8.510 liters.
Square inch.....	6.452 square centimeters.	Peck, imperial.....	9.092 liters.
Square foot.....	0.0929 square meter.	Bushel, United States.....	35.24 liters.
Square yard.....	0.836 square meter.	Bushel, imperial.....	36.37 liters.
Square rod.....	25.29 square meters.	Ounce, avoirdupois.....	28.35 grams.
Acre.....	0.4047 hectare.	Pound, avoirdupois.....	0.4536 kilogram.
Square mile.....	259 hectares.	Ton, long.....	1.0160 metric tons.
Cubic inch.....	16.39 cubic centimeters.	Ton, short.....	0.9072 metric ton.
Cubic foot.....	0.0283 cubic meter.	Grain.....	0.0648 gram.
Cubic yard.....	0.7646 cubic meter.	Ounce, troy.....	31.103 grams.
Cord.....	3.625 steres.	Pound, troy.....	0.3732 kilogram.
Liquid quart, United States.....	0.9463 liter.		

METRIC TABLES—Continued

U.S. EQUIVALENTS OF THE PRINCIPAL WEIGHTS AND MEASURES USED IN FOREIGN AGRICULTURAL STATISTICS

[With suggestions by the Department of Agriculture]

Weight or measure	Country	Weight or measure	Country
1 ardeb=1.98 hectoliters=5.6189 Winchester or United States bushels.	Egypt.	1 koku=47.655 United States standard gallons.	Japan.
1 arroba=25 pounds, avoirdupois.	Cuba.	1 kwan=8.2673 pounds, avoirdupois.	Do.
1 batman=6.5 pounds, avoirdupois.	Iran.	1 liter=0.023378 Winchester bushel=0.26418 United States gallon.	( <sup>1</sup> ).
1 bouw=7,096.5 square meters=1,754 acres.	Indonesia.	1 manzana=1.7266 acres.....	Guatemala.
1 cantar=44.928 kilograms=99.049 pounds, avoirdupois.	Egypt.	1 maund=82.2857 pounds, avoirdupois.	British India.
1 catty (kati)=1½ pounds, avoirdupois.	China.	1 mesana=0.6397 acre.....	Cuba.
1 cental=100 pounds, avoirdupois.	United States, Canada, Union of South Africa. <sup>1</sup>	1 morgen=2.1165 acres.....	Union of South Africa.
1 centner=110.23 pounds, avoirdupois.	Denmark.	1 mow=0.1518 acre (varying).	China.
1 chatvert=5.9568 Winchester bushels.	Union of Soviet Socialist Republics.	1 oke=1.248 kilograms=2.751 pounds, avoirdupois.	Egypt.
1 cho=2.4506 acres.....	Japan.	1 oke=2.822 pounds, avoirdupois.	Greece.
1 dekar=0.2471 acre.....	Norway.	1 picul=133½ pounds, avoirdupois.	China.
1 dessiatine=2.6997 acres.....	Union of Soviet Socialist Republics.	1 picul=61.761 kilograms=136.16 pounds, avoirdupois.	Indonesia.
1 donum=0.227 acre.....	Turkey.	1 picul=132.28 pounds, avoirdupois.	Japan.
1 doppelzentner=220.46 pounds, avoirdupois.	Germany.	1 pood=36.1128 pounds, avoirdupois.	Union of Soviet Socialist Republics.
1 feddan=1.038 acres.....	Egypt.	1 pound, Great Venetian=1.0582 pounds, avoirdupois.	Greece.
1 hectare=2.471 acres.....	( <sup>1</sup> ).	1 quintal (double centner, or metric centner)=220.46 pounds, avoirdupois.	( <sup>2</sup> ).
1 hectoliter=2.3378 Winchester bushels.	( <sup>1</sup> ).	1 quarter=8 imperial bushels=3.2564 Winchester bushels.	United Kingdom.
1 hectoliter=26.418 United States gallons.	United Kingdom, Australia. <sup>1</sup>	1 rai=0.3954 acre.....	Thailand.
1 hundredweight (long)=112 pounds, avoirdupois.	United States, Canada, Union of South Africa. <sup>1</sup>	1 Russian pound= $\frac{1}{16}$ pood=0.90282 pound, avoirdupois.	Union of Soviet Socialist Republics.
1 hundredweight (or cental)=100 pounds, avoirdupois.	United Kingdom, Canada, Australia, Union of South Africa. <sup>1</sup>	1 stremma (royal)=0.2471 acre.	Greece.
1 imperial bushel=1.03205 Winchester bushels.	Do. <sup>1</sup>	1 tan (or picul)=133½ pounds, avoirdupois.	China.
1 imperial gallon=1.2009 United States gallons.	Hungary.	1 ton (long)=2,240 pounds, avoirdupois.	United States (foreign trade) and United Kingdom.
1 joch (cadastral hold, or cadastral arpent)=1.422 acres.	( <sup>1</sup> ).	1 ton (metric)=2,204.6 pounds, avoirdupois.	( <sup>1</sup> ).
1 kilogram=2.2046 pounds, avoirdupois.	Japan.	1 ton (short)=2,000 pounds, avoirdupois.	United States (international trade) and Canada (foreign trade).
1 kin=1.3228 pounds, avoirdupois.	Formosa.	1 zentner=110.23 pounds, avoirdupois.	Germany.
1 ko=2.3966 acres.....	Japan.		
1 koku=4.9602 imperial bushels=5.1192 Winchester bushels.			

<sup>1</sup> List of countries given may not be complete.

<sup>2</sup> Metric system.

NOTE.—The values given are believed to be carried to a sufficient number of decimal places to meet the purpose for which the units may be used.

## PICAS REDUCED TO INCHES

Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches
1	0.166	18	2.988	35	5.811	52	8.634	69	11.457	86	14.279
2	.332	19	3.154	36	5.977	53	8.800	70	11.623	87	14.445
3	.498	20	3.320	37	6.143	54	8.966	71	11.789	88	14.611
4	.664	21	3.487	38	6.309	55	9.132	72	11.955	89	14.778
5	.830	22	3.653	39	6.475	56	9.298	73	12.121	90	14.944
6	.996	23	3.819	40	6.641	57	9.464	74	12.287	91	15.110
7	1.162	24	3.985	41	6.807	58	9.630	75	12.453	92	15.276
8	1.328	25	4.151	42	6.973	59	9.796	76	12.619	93	15.442
9	1.494	26	4.317	43	7.139	60	9.962	77	12.785	94	15.608
10	1.660	27	4.483	44	7.306	61	10.128	78	12.951	95	15.774
11	1.826	28	4.649	45	7.472	62	10.294	79	13.117	96	15.940
12	1.992	29	4.815	46	7.638	63	10.460	80	13.283	97	16.106
13	2.158	30	4.981	47	7.804	64	10.626	81	13.449	98	16.272
14	2.324	31	5.147	48	7.970	65	10.792	82	13.615	99	16.438
15	2.490	32	5.313	49	8.136	66	10.958	83	13.781	100	16.604
16	2.656	33	5.479	50	8.302	67	11.125	84	13.947	125	20.750
17	2.822	34	5.645	51	8.468	68	11.291	85	14.113	150	24.900

## INCREASE OF TEXT BY USING LEADS

If leaded with 2-point leads—

6-point type is increased one-third.

8-point type is increased one-fourth.

10-point type is increased one-fifth.

11-point type is increased two-elevenths.

12-point type is increased one-sixth.

## NUMBER OF WORDS AND EMS TO THE SQUARE INCH

Size of type	Number of words		Number of ems	Size of type	Number of words		Number of ems
	Solid	Leaded			Solid	Leaded	
14 point.....	11	8	26½	8 point.....	32	23	81
12 point.....	14	11	36	6 point.....	47	24	144
11 point.....	17	14	43	5 point.....	69	50	207
10 point.....	21	16	52				



## 20. COUNTIES

Note the orthography of names of the following counties:

<p>                     Allegany in Maryland and New York                      Alleghany in North Carolina and Virginia                      Allegheny in Pennsylvania                      Andrew in Missouri                      Andrews in Texas                      Aransas in Texas                      Arkansas in Arkansas                      Barber in Kansas                      Barbour in Alabama and West Virginia                      Brevard in Florida                      Broward in Florida                      Brooke in West Virginia                      Brooks in Georgia and Texas                      Brown in all States                      Bulloch in Georgia                      Bullock in Alabama                      Burnet in Texas                      Burnett in Wisconsin                      Cheboygan in Michigan; Sheboygan in Wisconsin                      Clarke in Alabama, Georgia, Iowa, Mississippi,                      and Virginia; all others Clark                      Coffee in Alabama, Georgia, and Tennessee                      Coffey in Kansas                      Coal in Oklahoma                      Cole in Missouri                      Coles in Illinois                      Cook in Illinois and Minnesota                      Cooke in Texas                      Davidson in North Carolina and Tennessee                      Davie in North Carolina                      Daviess in Indiana, Kentucky, and Missouri                      Davis in Iowa and Utah                      Davison in South Dakota                      Dickenson in Virginia                      Dickinson in Iowa, Kansas, and Michigan                      Dickson in Tennessee                      Douglas in all States                      Forrest in Mississippi; Forest in others                      Glascock in Georgia                      Glascock in Texas                      Green in Kentucky and Wisconsin; all others                      Greene                      Harford in Maryland                      Hartford in Connecticut                      Huntington in Pennsylvania                 </p>	<p>                     Huntington in Indiana                      Johnston in North Carolina and Oklahoma; all                      others Johnson                      Kanabec in Minnesota                      Kennebec in Maine                      Kearney in Nebraska                      Kearny in Kansas                      Lawrence in all States                      Linn in Iowa, Kansas, Missouri, and Oregon                      Lynn in Texas                      Loudon in Tennessee                      Loudoun in Virginia                      Manatee in Florida                      Manistee in Michigan                      Merced in California; Mercer elsewhere                      Morton } both in Kansas                      Norton }                      Muscogee in Georgia                      Muskogee in Oklahoma                      Park in Colorado and Montana                      Parke in Indiana                      Pottawatomie in Kansas and Oklahoma                      Pottawattamie in Iowa                      Sanders in Montana                      Saunders in Nebraska                      Smyth in Virginia; all others Smith                      Stafford in Virginia                      Strafford in New Hampshire                      Stanley in South Dakota                      Stanly in North Carolina                      Stark in Illinois, North Dakota, and Ohio                      Starke in Indiana                      Stephens in Georgia, Oklahoma, and Texas                      Stevens in Kansas, Minnesota, and Washington                      Storey in Nevada                      Story in Iowa                      Terrell in Georgia and Texas                      Tyrrell in North Carolina                      Tooele in Utah                      Toole in Montana                      Vermillion in Indiana; all others Vermillion                      Woods in Oklahoma; all others Wood                      Wyandot in Ohio                      Wyandotte in Kansas                 </p>
--	---

### ALABAMA

Autauga Baldwin Barbour Bibb Blount Bullock Butler Calhoun Chambers Cherokee Chilton Choctaw	Clarke Clay Cleburne Coffee Colbert Conecuh Coosa Covington Crenshaw Cullman Dale Dallas De Kalb Elmore	Escambia Etowah Fayette Franklin Geneva Greene Hale Henry Houston Jackson Jefferson Lamar Lauderdale Lawrence	Lee Limestone Lowndes Macon Madison Marengo Marion Marshall Mobile Monroe Montgomery Morgan Perry Pickens	Pike Randolph Russell St. Clair Shelby Sumter Talladega Tallapoosa Tuscaloosa Walker Washington Wilcox Winston
---	--	--	--	--

### ALASKA (divided into four judicial districts; no counties)

#### ARIZONA

Apache Cochise	Coconino Gila Graham	Greenlee Maricopa Mohave	Navajo Pima Pinal	Santa Cruz Yavapai Yuma
-------------------	----------------------------	--------------------------------	-------------------------	-------------------------------

#### ARKANSAS

Arkansas Ashley Baxter Benton Boone Bradley Calhoun	Carroll Chicot Clark Clay Cleburne Cleveland Columbia Conway Craighead	Crawford Crittenden Cross Dallas Desha Drew Faulkner Franklin Fulton	Garland Grant Greene Hempstead Hot Spring Howard Independence Izard Jackson	Jefferson Johnson Lafayette Lawrence Lee Lincoln Little River Logan Lonoke
---	--	--	---	--

**ARKANSAS—Continued**

Madison	Newton	Pope	Scott	Union
Marion	Ouachita	Prairie	Searcy	Van Buren
Miller	Perry	Pulaski	Sebastian	Washington
Mississippi	Phillips	Randolph	Sevier	White
Monroe	Pike	St. Francis	Sharp	Woodruff
Montgomery	Poinsett	Saline	Stone	Yell
Nevada	Polk			

**CALIFORNIA**

Alameda	Glenn	Mendocino	San Benito	Siskiyou
Alpine	Humboldt	Merced	San Bernardino	Solano
Amador	Imperial	Modoc	San Diego	Sonoma
Butte	Inyo	Mono	San Francisco	Stanislaus
Calaveras	Kern	Monterey	San Joaquin	Sutter
Colusa	Kings	Napa	San Luis Obispo	Tehama
Contra Costa	Lake	Nevada	San Mateo	Trinity
Del Norte	Lassen	Orange	Santa Barbara	Tulare
El Dorado	Los Angeles	Placer	Santa Clara	Tuolumne
Fresno	Madera	Plumas	Santa Cruz	Ventura
	Marin	Riverside	Shasta	Yolo
	Mariposa	Sacramento	Sierra	Yuba

**COLORADO**

Adams	Costilla	Grand	Logan	Pueblo
Alamosa	Crowley	Gunnison	Mesa	Rio Blanco
Arapahoe	Custer	Hinsdale	Mineral	Rio Grande
Archuleta	Delta	Huerfano	Moffat	Routt
Baca	Denver	Jackson	Montezuma	Saguache
Bent	Dolores	Jefferson	Montrose	San Juan
Boulder	Douglas	Kiowa	Morgan	San Miguel
Chaffee	Eagle	Kit Carson	Otero	Sedgwick
Cheyenne	Elbert	Lake	Ouray	Summit
Clear Creek	El Paso	La Plata	Park	Teller
Conejos	Fremont	Larimer	Phillips	Washington
	Garfield	Las Animas	Pitkin	Weld
	Gilpin	Lincoln	Prowers	Yuma

**CONNECTICUT**

Fairfield	Litchfield	New Haven	Tolland
Hartford	Middlesex	New London	Windham

**DELAWARE**

Kent	New Castle	Sussex
------	------------	--------

**DISTRICT OF COLUMBIA****FLORIDA**

Alachua	Dade	Hernando	Manatee	St. Johns
Baker	De Soto	Highlands	Marion	St. Lucie
Bay	Dixie	Hillsborough	Martin	Santa Rosa
Bradford	Duval	Holmes	Monroe	Sarasota
Brevard	Escambia	Indian River	Nassau	Seminole
Broward	Flagler	Jackson	Okaloosa	Sumter
Calhoun	Franklin	Jefferson	Okeechobee	Suwannee
Charlotte	Gadsden	Lafayette	Orange	Taylor
Citrus	Gilchrist	Lake	Osceola	Union
Clay	Glades	Lee	Palm Beach	Volusia
Collier	Gulf	Leon	Pasco	Wakulla
Columbia	Hamilton	Levy	Pinellas	Walton
	Hardee	Liberty	Polk	Washington
	Hendry	Madison	Putnam	

**GEORGIA**

Appling	Clinch	Gordon	Macon	Stewart
Atkinson	Cobb	Grady	Madison	Sumter
Bacon	Coffee	Greene	Marion	Talbot
Baker	Colquitt	Gwinnett	Meriwether	Taliaferro
Baldwin	Columbia	Habersham	Miller	Tattnall
Banks	Cook	Hall	Mitchell	Taylor
Barrow	Coweta	Hancock	Monroe	Telfair
Bartow	Crawford	Haralson	Montgomery	Terrell
Ben Hill	Crisp	Harris	Morgan	Thomas
Berrien	Dade	Hart	Murray	Tift
Bibb	Dawson	Heard	Muscogee	Toombs
Bleckley	Decatur	Henry	Newton	Towns
Brantley	De Kalb	Houston	Oconee	Treutlen
Brooks	Dodge	Irwin	Oglethorpe	Troup
Bryan	Dooly	Jackson	Paulding	Turner
Bulloch	Dougherty	Jasper	Peach	Twiggs
Burke	Douglas	Jeff Davis	Pickens	Union
Butts	Early	Jefferson	Pierce	Upson
Calhoun	Echols	Jenkins	Pike	Walker
Camden	Efingham	Johnson	Polk	Walton
Candler	Elbert	Jones	Pulaski	Ware
Carroll	Emanuel	Lamar	Putnam	Warren
Catoosa	Evans	Lanier	Quitman	Washington
Charlton	Fannin	Laurens	Rabun	Wayne
Chattham	Fayette	Lee	Randolph	Webster
Chattahoochee	Floyd	Liberty	Richmond	Wheeler
Chattahoochee	Forsyth	Lincoln	Rockdale	White
Cherokee	Franklin	Long	Schley	Whitfield
Clarke	Fulton	Lowndes	Scriven	Wilcox
Clay	Gilmer	Lumpkin	Seminole	Wilkes
Clayton	Glascock	McDuffie	Spalding	Wilkinson
	Glynn	McIntosh	Stephens	Worth

HAWAII	Hawaii Honolulu	Kalawao	Kauai	MauI
<b>IDAHO</b>	Bonner	Clearwater	Jerome	Oneida
Ada	Bonneville	Custer	Kootenai	Owyhee
Adams	Boundary	Elmore	Latah	Payette
Bannock	Butte	Franklin	Lemhi	Power
Bear Lake	Camas	Fremont	Lewis	Shoshone
Benewah	Canyon	Gem	Lincoln	Teton
Bingham	Caribou	Gooding	Madison	Twin Falls
Blaine	Cassia	Idaho	Minidoka	Valley
Boise	Clark	Jefferson	Nez Perce	Washington
<b>ILLINOIS</b>	De Witt	Jefferson	Marshall	Saline
Adams	Douglas	Jersey	Mason	Sangamon
Alexander	Du Page	Jo Daviess	Massac	Schuyler
Bond	Edgar	Johnson	Menard	Scott
Boone	Edwards	Kane	Mercer	Shelby
Brown	Effingham	Kankakee	Monroe	Stark
Bureau	Fayette	Kendall	Montgomery	Stephenson
Calhoun	Ford	Knox	Morgan	Tazewell
Carroll	Franklin	Lake	Moultrie	Union
Cass	Fulton	La Salle	Ogle	Vermillion
Champaign	Gallatin	Lawrence	Peoria	Wabash
Christian	Greene	Lee	Perry	Warren
Clark	Grundy	Livingston	Piatt	Washington
Clay	Hamilton	Logan	Pike	Wayne
Clinton	Hancock	McDonough	Pope	White
Coles	Hardin	McHenry	Pulaski	Whiteside
Cook	Henderson	McLean	Putnam	Will
Crawford	Henry	Macon	Randolph	Williamson
Cumberland	Iroquois	Macoupin	Richland	Winnebago
De Kalb	Jackson	Madison	Rock Island	Woodford
	Jasper	Marion	St. Clair	
<b>INDIANA</b>	Delaware	Jasper	Newton	Starke
Adams	Dubois	Jay	Noble	Steuben
Allen	Elkhart	Jefferson	Ohio	Sullivan
Bartholomew	Fayette	Jennings	Orange	Switzerland
Benton	Floyd	Johnson	Owen	Tippecanoe
Blackford	Fountain	Knox	Parke	Tipton
Boone	Franklin	Kosciusko	Perry	Union
Brown	Fulton	Lagrange	Pike	Vanderburgh
Carroll	Gibson	Lake	Porter	Vermillion
Cass	Grant	La Porte	Posey	Vigo
Clark	Greene	Lawrence	Pulaski	Wabash
Clay	Hamilton	Madison	Putnam	Warren
Clinton	Hancock	Marion	Randolph	Warrick
Crawford	Harrison	Marshall	Ripley	Washington
Daviess	Hendricks	Martin	Rush	Wayne
Dearborn	Henry	Miami	St. Joseph	Wells
Decatur	Howard	Monroe	Scott	White
De Kalb	Huntington	Montgomery	Shelby	Whitley
	Jackson	Morgan	Spencer	
<b>IOWA</b>	Clarke	Hamilton	Lyon	Ringgold
A dair	Clay	Hancock	Madison	Sac
Adams	Clayton	Hardin	Mahaska	Scott
Allamakee	Clinton	Harrison	Marion	Shelby
Appanoose	Crawford	Henry	Marshall	Sioux
Audubon	Dallas	Howard	Mills	Story
Benton	Davis	Humboldt	Mitchell	Tama
Black Hawk	Decatur	Ida	Monona	Taylor
Boone	Delaware	Iowa	Monroe	Union
Bremer	Des Moines	Jackson	Montgomery	Van Buren
Buchanan	Dickinson	Jasper	Muscatine	Wapello
Buena Vista	Dubuque	Jefferson	O'Brien	Warren
Butler	Emmet	Johnson	Oscola	Washington
Calloun	Fayette	Jones	Page	Wayne
Carroll	Floyd	Keokuk	Palo Alto	Webster
Cass	Franklin	Kossuth	Plymouth	Winnebago
Cedar	Fremont	Lee	Pocahontas	Winnesiek
Cerro Gordo	Greene	Linn	Polk	Woodbury
Cherokee	Grundy	Louisa	Pottawattamie	Worth
Chickasaw	Guthrie	Lucas	Poweshiek	Wright
<b>KANSAS</b>	Cheyenne	Elk	Hamilton	Lane
Allen	Clark	Ellis	Harper	Leavenworth
Anderson	Clay	Ellsworth	Harvey	Lincoln
Atchison	Cloud	Finney	Haskell	Linn
Barber	Coffey	Ford	Hodgeman	Logan
Barton	Comanche	Franklin	Jackson	Lyon
Bourbon	Cowley	Geary	Jefferson	McPherson
Brown	Crawford	Gove	Jewell	Marion
Butler	Decatur	Graham	Johnson	Marshall
Chase	Dickinson	Grant	Kearny	Meade
Chautauqua	Doniphan	Gray	Kingman	Miami
Cherokee	Douglas	Greeley	Kiowa	Mitchell
	Edwards	Greenwood	Labette	Montgomery

## KANSAS—Continued

Morris	Pawnee	Rooks	Sheridan	Trego
Morton	Phillips	Rush	Sherman	Wabaunsee
Nemaha	Pottawatomie	Russell	Smith	Wallace
Neosho	Pratt	Saline	Stafford	Washington
Ness	Rawlins	Scott	Stanton	Wichita
Norton	Reno	Sedgwick	Stevens	Wilson
Osage	Republic	Seward	Sumner	Woodson
Osborne	Rice	Shawnee	Thomas	Wyandotte
Ottawa	Riley			

## KENTUCKY

Adair	Christian	Harrison	McCracken	Perry
Allen	Clark	Hart	McCreary	Pike
Anderson	Clay	Henderson	McLean	Powell
Ballard	Clinton	Henry	Madison	Fulaski
Barren	Crittenden	Hickman	Magoffin	Robertson
Bath	Cumberland	Hopkins	Marion	Rockcastle
Bell	Daviess	Jackson	Marshall	Rowan
Boone	Edmonson	Jefferson	Martin	Russell
Bourbon	Elliott	Jessamine	Mason	Scott
Boyd	Estill	Johnson	Meade	Shelby
Boyle	Fayette	Kenton	Menifee	Simpson
Bracken	Fleming	Knott	Mercer	Spencer
Breathitt	Floyd	Knox	Metcalfe	Taylor
Breckinridge	Franklin	Larue	Monroe	Todd
Bullitt	Fulton	Laurel	Montgomery	Trigg
Butler	Gallatin	Lawrence	Morgan	Trimble
Caldwell	Garrard	Lee	Muhlenberg	Union
Calloway	Grant	Leslie	Nelson	Warren
Campbell	Graves	Letcher	Nicholas	Washington
Carlisle	Grayson	Lewis	Ohio	Wayne
Carroll	Green	Lincoln	Oldham	Webster
Carter	Greenup	Livingston	Owen	Whitley
Casey	Hancock	Logan	Owsley	Wolfe
	Hardin	Lyon	Pendleton	Woodford
	Harlan			

LOUISIANA  
(Parishes)

Acadia	Cameron	Jefferson	Pointe Coupee	St. Tammany
Allen	Catahoula	Jefferson Davis	Rapides	Tangipahoa
Ascension	Claiborne	Lafayette	Red River	Tensas
Assumption	Concordia	Lafourche	Richland	Terrebonne
Avozelles	De Soto	La Salle	Sabine	Union
Beauregard	East Baton Rouge	Lincoln	St. Bernard	Vermillion
Bienville	East Carroll	Livingston	St. Charles	Vernon
Bossier	East Feliciana	Madison	St. Helena	Washington
Caddo	Evangeline	Morehouse	St. James	Webster
Calcasieu	Franklin	Natchitoches	St. John the Baptist	West Baton Rouge
Caldwell	Grant	Orleans	St. Landry	West Carroll
	Iberia	Ouachita	St. Martin	West Feliciana
	Iberville	Plaquemines	St. Mary	Winn
	Jackson			

## MAINE

Androscoggin	Cumberland	Knox	Piscataquis	Waldo
Aroostook	Franklin	Lincoln	Sagadahoc	Washington
	Hancock	Oxford	Somerset	York
	Kennebec	Penobscot		

## MARYLAND

Allegany	Calvert	Dorchester	Kent	Somerset
Anne Arundel	Caroline	Frederick	Montgomery	Talbot
Baltimore	Carroll	Garrett	Prince Georges	Washington
	Cecil	Harford	Queen Annes	Wicomico
	Charles	Howard	St. Marys	Worcester

MASSACHU-  
SETTS

Barnstable	Berkshire	Franklin	Middlesex	Plymouth
	Bristol	Hampden	Nantucket	Suffolk
	Dukes	Hampshire	Norfolk	Worcester
	Essex			

## MICHIGAN

Alcona	Cheboygan	Ingham	Macomb	Osceola
Alger	Chippewa	Ionia	Manistee	Oscoda
Alegan	Clare	Iosco	Marquette	Otsego
Alpena	Clinton	Iron	Mason	Ottawa
Antrim	Crawford	Isabella	Mecosta	Presque Isle
Arenac	Delta	Jackson	Menominee	Roscommon
Baraga	Dickinson	Kalamazoo	Midland	Saginaw
Barry	Eaton	Kalkaska	Missaukee	St. Clair
Bay	Emmet	Kent	Monroe	St. Joseph
Benzie	Genesee	Keweenaw	Montcalm	Sanilac
Berrien	Gladwin	Lake	Montmorency	Schoolcraft
Branch	Gogebic	Lapeer	Muskegon	Shiawassee
Calhoun	Grand Traverse	Leelanau	Newaygo	Tuscola
Cass	Gratiot	Lenawee	Oakland	Van Buren
Charlevoix	Hillsdale	Livingston	Oceana	Washtenaw
	Houghton	Luce	Ogemaw	Wayne
	Huron	Mackinac	Ontonagon	Wexford

**MINNESOTA**

Aitkin  
Anoka  
Becker  
Beltrami  
Benton  
Big Stone  
Blue Earth  
Brown  
Carlton  
Carver  
Cass  
Chippewa  
Chisago  
Clay  
Clearwater  
Cook

Cottonwood  
Crow Wing  
Dakota  
Dodge  
Douglas  
Faribault  
Fillmore  
Freeborn  
Goodhue  
Grant  
Hennepin  
Houston  
Hubbard  
Isanti  
Itasca  
Jackson  
Kanabec  
Kandiyohi

Kittson  
Koochiching  
Lac qui Parle  
Lake  
Lake of the Woods  
Le Sueur  
Lincoln  
Lyon  
McLeod  
Mahnomon  
Marshall  
Martin  
Meeker  
Mille Lacs  
Morrison  
Mower  
Murray  
Nicollet

Nobles  
Norman  
Olmsted  
Otter Tail  
Pennington  
Pine  
Pipestone  
Polk  
Poppe  
Ramsey  
Red Lake  
Redwood  
Renville  
Rice  
Rock  
Roseau  
St. Louis  
St. Cloud

Sherburne  
Sibley  
Stearns  
Steele  
Stevens  
Swift  
Todd  
Traverse  
Wabasha  
Wadena  
Wasca  
Washington  
Watsonwan  
Wikin  
Winona  
Wright  
Yellow Medicine

**MISSISSIPPI**

Adams  
Alcorn  
Amite  
Attala  
Benton  
Bolívar  
Calhoun  
Carroll  
Chickasaw  
Choctaw  
Claiborne  
Clarke  
Coahoma  
Copiah

Covington  
De Soto  
Forrest  
Franklin  
George  
Greene  
Grenada  
Hancock  
Harrison  
Hinds  
Holmes  
Humphreys  
Issaquena  
Itawamba  
Jackson  
Jasper  
Jefferson

Jefferson Davis  
Jones  
Kemper  
Lafayette  
Lamar  
Lauderdale  
Lawrence  
Leake  
Lee  
Leflore  
Lincoln  
Lowndes  
Madison  
Marion  
Marshall  
Monroe  
Montgomery

Neshoba  
Newton  
Noxubee  
Oktibbeha  
Panola  
Pearl River  
Perry  
Pike  
Pontotoc  
Prentiss  
Quitman  
Rankin  
Scott  
Sharkey  
Simpsom  
Smith  
Stone

Sunflower  
Tallahatchie  
Tate  
Tippah  
Tishomingo  
Tunica  
Union  
Walthall  
Warren  
Washington  
Wayne  
Webster  
Wilkinson  
Winston  
Yalobusha  
Yazoo

**MISSOURI**

Adair  
Andrew  
Atchison  
Audrain  
Barry  
Barton  
Bates  
Benton  
Bollinger  
Boone  
Buchanan  
Butler  
Caldwell  
Callaway  
Camden  
Cape Girardeau  
Carroll  
Carter  
Cass  
Cedar  
Chariton  
Christian

Clark  
Clay  
Clinton  
Cole  
Cooper  
Crawford  
Dade  
Dallas  
Davies  
De Kalb  
Dent  
Douglas  
Dunklin  
Franklin  
Gasconade  
Greene  
Grundy  
Harrison  
Henry  
Hickory  
Holt  
Howard  
Howell

Iron  
Jackson  
Jasper  
Jefferson  
Johnson  
Knox  
Laclede  
Lafayette  
Lawrence  
Lewis  
Lincoln  
Linn  
Livingston  
McDonald  
Macon  
Madison  
Maries  
Marion  
Mercer  
Miller  
Mississippi  
Moniteau  
Monroe

Montgomery  
Morgan  
New Madrid  
Newton  
Nodaway  
Oregon  
Osage  
Ozark  
Pemiscot  
Perry  
Pettis  
Phelps  
Pike  
Platte  
Polk  
Pulaski  
Putnam  
Ralls  
Randolph  
Ray  
Reynolds  
Ripley  
St. Charles

St. Clair  
St. Francois  
St. Genevieve  
St. Lewis  
St. Louis City  
Saline  
Schuyler  
Scotland  
Scott  
Shannon  
Shelby  
Stoddard  
Stone  
Sullivan  
Taney  
Texas  
Vernon  
Warren  
Washington  
Wayne  
Webster  
Wright

**MONTANA**

Beaverhead  
Big Horn  
Blaine  
Broadwater  
Carbon  
Carter  
Cascade  
Chouteau  
Custer  
Daniels

Dawson  
Deer Lodge  
Fallon  
Fergus  
Flathead  
Gallatin  
Garfield  
Glacier  
Golden Valley  
Granite  
Hill  
Jefferson

Judith Basin  
Lake  
Lewis and Clark  
Liberty  
Lincoln  
McCone  
Madison  
Meagher  
Mineral  
Missoula  
Musselshell  
Park

Petroleum  
Phillips  
Pondera  
Powder River  
Powell  
Prairie  
Ravalli  
Richland  
Roosevelt  
Rosebud  
Sanders

Sheridan  
Silver Bow  
Stillwater  
Sweet Grass  
Teton  
Toole  
Treasure  
Valley  
Wheatland  
Wibaux  
Yellowstone

**NEBRASKA**

Adams  
Antelope  
Arthur  
Banner  
Blaine  
Boone  
Box Butte  
Boyd  
Brown  
Buffalo  
Burt  
Butler  
Cass

Cedar  
Chase  
Cherry  
Cheyenne  
Clay  
Colfax  
Cuming  
Custer  
Dakota  
Dawes  
Dawson  
Deuel  
Dixon  
Dodge  
Douglas

Dundy  
Fillmore  
Franklin  
Frontier  
Furnas  
Gage  
Garden  
Garfield  
Gosper  
Grant  
Greeley  
Hall  
Hamilton  
Harlan  
Hayes

Hitchcock  
Holt  
Hooker  
Howard  
Jefferson  
Johnson  
Kearney  
Keith  
Keya Paha  
Kimball  
Knox  
Lancaster  
Lincoln  
Logan  
Loup

McPherson  
Madison  
Merrick  
Morrill  
Nance  
Nemaha  
Nuckolls  
Otoe  
Pawnee  
Perkins  
Phelps  
Pierce  
Platte  
Polk  
Red Willow

## NEBRASKA—Continued

Richardson	Saunders	Sherman	Thomas	Wayne
Rock	Scotts Bluff	Sioux	Thurston	Webster
Saline	Seward	Stanton	Valley	Wheeler
Sarpy	Sheridan	Thayer	Washington	York
<b>NEVADA</b>	Douglas	Humboldt	Mineral	Storey
Churchill	Elko	Lander	Nye	Washoe
Clark	Esmeralda	Lincoln	Ormsby	White Pine
	Eureka	Lyon	Pershing	
<b>NEW HAMPSHIRE</b>	Belknap	Coos	Merrimack	Strafford
	Carroll	Grafton	Rockingham	Sullivan
	Cheshire	Hillsboro		
<b>NEW JERSEY</b>	Camden	Hudson	Morris	Somerset
Atlantic	Cape May	Hunterdon	Ocean	Sussex
Bergen	Cumberland	Mercer	Passaic	Union
Burlington	Essex	Middlesex	Salem	Warren
	Gloucester	Monmouth		
<b>NEW MEXICO</b>	De Baca	Lea	Quay	Sierra
Bernalillo	Dona Ana	Lincoln	Rio Arriba	Socorro
Catron	Eddy	Los Alamos	Roosevelt	Taos
Chaves	Grant	Luna	Sandoval	Torrance
Colfax	Guadalupe	McKinley	San Juan	Union
Curry	Harding	Mora	San Miguel	Valencia
	Hidalgo	Otero	Santa Fe	
<b>NEW YORK</b>	Cortland	Lewis	Oswego	Steuben
Albany	Delaware	Livingston	Otsego	Suffolk
Allegany	Dutchess	Madison	Putnam	Sullivan
Bronx	Erie	Monroe	Queens	Tioga
Broome	Essex	Montgomery	Rensselaer	Tompkins
Cattaraugus	Franklin	Nassau	Richmond	Ulster
Cayuga	Fulton	New York	Rockland	Warren
Chautauqua	Genesee	Niagara	St. Lawrence	Washington
Chemung	Greene	Oneida	Saratoga	Wayne
Chenango	Hamilton	Onondaga	Schenectady	Westchester
Clinton	Herkimer	Ontario	Schoharie	Wyoming
Columbia	Jefferson	Orange	Schuyler	Yates
	Kings	Orleans	Seneca	
<b>NORTH CAROLINA</b>	Chatham	Greene	Mitchell	Rutherford
Alamance	Cherokee	Guilford	Montgomery	Sampson
Alexander	Chowan	Halifax	Moore	Scotland
Alleghany	Clay	Harnett	Nash	Stanly
Anson	Cleveland	Haywood	New Hanover	Stokes
Ashe	Columbus	Henderson	Northampton	Surry
Avery	Craven	Hertford	Onslow	Swain
Beaufort	Cumberland	Hoke	Orange	Transylvania
Bertie	Currituck	Hyde	Pamlico	Tyrrell
Bladen	Dare	Iredell	Pasquotank	Union
Brunswick	Davidson	Jackson	Pender	Vance
Buncombe	Davie	Johnston	Perquimans	Wake
Burke	Duplin	Jones	Roanoke	Warren
Cabarrus	Durham	Lee	Pitt	Washington
Caldwell	Edgecombe	Lenoir	Polk	Watauga
Camden	Forsyth	Lincoln	Randolph	Wayne
Carteret	Franklin	McDowell	Richmond	Wilkes
Caswell	Gaston	Macon	Robeson	Wilson
Catawba	Gates	Madison	Rockingham	Yadkin
	Graham	Martin	Rowan	Yancey
	Granville	Mecklenburg		
<b>NORTH DAKOTA</b>	Cavalier	Hettinger	Nelson	Sioux
Adams	Dickey	Kidder	Oliver	Slope
Barnes	Divide	La Moure	Pembina	Stark
Benson	Dunn	Logan	Pierce	Steele
Billings	Eddy	McHenry	Ramsey	Sutsman
Bottineau	Emmons	McIntosh	Ransom	Towner
Bowman	Foster	McKenzie	Renville	Trail
Burke	Golden Valley	McLean	Richland	Walsh
Burlingh	Grand Forks	Mercer	Rollette	Ward
Cass	Grant	Morton	Sargent	Wells
	Griggs	Mountrail	Sheridan	Williams
<b>OHIO</b>	Carroll	Delaware	Hancock	Lake
Adams	Champaign	Erie	Hardin	Lawrence
Allen	Clark	Fairfield	Harrison	Licking
Ashland	Clermont	Fayette	Henry	Logan
Ashtabula	Clinton	Franklin	Highland	Lorain
Athens	Columbiana	Fulton	Hooking	Lucas
Auglaize	Coshocton	Gallia	Holmes	Madison
Belmont	Crawford	Geauga	Huron	Mahoning
Brown	Cuyahoga	Greene	Jackson	Marion
Butler	Darke	Guernsey	Jefferson	Medina
	Defiance	Hamilton	Knox	Meigs

**OHIO—Continued**

Mercer	Noble	Preble	Shelby	Vinton
Miami	Ottawa	Putnam	Stark	Warren
Monroe	Paulding	Richland	Summit	Washington
Montgomery	Perry	Ross	Trumbull	Wayne
Morgan	Pickaway	Sandusky	Tuscarawas	Williams
Morrow	Pike	Scioto	Union	Wood
Muskingum	Portage	Seneca	Van Wert	Wyandot

**OKLAHOMA**

Adair	Coal	Haskell	Major	Pottawatomie
Alfalfa	Comanche	Hughes	Marshall	Pushmataha
Atoka	Cotton	Jackson	Mayes	Roger Mills
Beaver	Craig	Jefferson	Murray	Rogers
Beckham	Creek	Johnston	Muskogee	Seminole
Blaine	Custer	Kay	Noble	Sequoyah
Bryan	Delaware	Kingfisher	Nowata	Stephens
Caddo	Dewey	Kiowa	Okfuskee	Texas
Canadian	Ellis	Latimer	Oklahoma	Tillman
Carter	Garfield	Le Flore	Okmulgee	Tulsa
Cherokee	Garvin	Lincoln	Osage	Wagoner
Choctaw	Grady	Logan	Ottawa	Washington
Cimarron	Grant	Love	Pawnee	Washita
Cleveland	Greer	McClain	Payne	Woods
	Harrison	McCurtain	Pittsburg	Woodward
	Harper	McIntosh	Pontotoc	

**OREGON**

Baker	Crook	Jackson	Malheur	Umatilla
Benton	Curry	Jefferson	Marion	Union
Clackamas	Deschutes	Josephine	Morrow	Wallowa
Clatsop	Douglas	Klamath	Multnomah	Wasco
Columbia	Gilliam	Lake	Polk	Washington
Coos	Grant	Lane	Sherman	Wheeler
	Harney	Lincoln	Tillamook	Yamhill
	Hood River	Linn		

**PENNSYLVANIA**

Adams	Carbon	Forest	Lycoming	Snyder
Allegheny	Centre	Franklin	McKean	Somerset
Armstrong	Chester	Fulton	Mercer	Sullivan
Beaver	Clarion	Greene	Mifflin	Susquehanna
Bedford	Clearfield	Huntingdon	Monroe	Tioga
Berks	Clinton	Indiana	Montgomery	Venango
Blair	Columbia	Jefferson	Montour	Warren
Bradford	Crawford	Juniata	Northampton	Washington
Bucks	Cumberland	Lackawanna	Northumberland	Wayne
Butler	Dauphin	Lancaster	Perry	Westmoreland
Cambria	Delaware	Lawrence	Philadelphia	Wyoming
Cameron	Elk	Lebanon	Pike	York
	Erie	Lehigh	Potter	
	Fayette	Luzerne	Schuylkill	

**PUERTO RICO  
(Districts)**

Aguadilla	Bayamon	Humacao	Ponce
Arecibo	Guayama	Mayaguez	San Juan

**RHODE ISLAND**

Bristol	Newport	Providence	Washington
Kent			

**SAMOA**

Tutuila Island
----------------

**SOUTH  
CAROLINA**

Abbeville	Berkeley	Dorchester	Kershaw	Orangeburg
Aiken	Calhoun	Edgefield	Lancaster	Pickens
Allendale	Charleston	Fairfield	Laurens	Richland
Anderson	Cherokee	Florence	Lee	Saluda
Bamberg	Chester	Georgetown	Lexington	Spartanburg
Barnwell	Chesterfield	Greenville	McCormick	Sumter
Beaufort	Clarendon	Greenwood	Marion	Union
	Colleton	Hampton	Marlboro	Williamsburg
	Darlington	Horry	Newberry	York
	Dillon	Jasper	Oconee	

**SOUTH  
DAKOTA**

Aurora	Clark	Gregory	Lawrence	Roberts
Beadle	Clay	Haakon	Lincoln	Sanborn
Bennett	Codington	Hamlin	Lyman	Shannon
Bon Homme	Corson	Hand	McCook	Spink
Brookings	Custer	Hanson	McPherson	Stanley
Brown	Davison	Harding	Marshall	Sully
Brule	Day	Hughes	Meade	Todd
Buffalo	Deuel	Hutchinson	Mellette	Tripp
Butte	Dewey	Hyde	Minnehaha	Turner
Campbell	Douglas	Jackson	Moody	Union
Charles Mix	Edmunds	Jerauld	Pennington	Walworth
	Fall River	Jones	Perkins	Washabaugh
	Faulk	Kingsbury	Potter	Yankton
	Grant	Lake		Ziebach

## TENNESSEE

Anderson	Davidson	Henderson	Marion	Sequatchie
Bedford	Decatur	Henry	Marshall	Sevier
Benton	De Kalb	Hickman	Mauzy	Shelby
Bledsoe	Dickson	Houston	Meigs	Smith
Blount	Dyer	Humphreys	Monroe	Stewart
Bradley	Fayette	Jackson	Montgomery	Sullivan
Campbell	Fentress	Jefferson	Moore	Sumner
Cannon	Franklin	Johason	Morgan	Tipton
Carroll	Gibson	Knox	Obion	Trousdale
Carter	Giles	Lake	Overton	Unicoi
Cheatam	Grainger	Lauderdale	Perry	Union
Chester	Greene	Lawrence	Pickett	Van Buren
Claiborne	Grundy	Lewis	Polk	Warren
Clay	Hamilton	Lincoln	Putnam	Washington
Cocke	Hancock	Loudon	Rhea	Wayne
Coffee	Hardeman	McMinn	Roane	Weakley
Crockett	Hardin	McNairy	Robertson	White
Cumberland	Hawkins	Macon	Rutherford	Williamson
	Haywood	Madison	Scott	Wilson

## TEXAS

Anderson	Cottle	Harrison	Lynn	San Jacinto
Andrews	Crane	Hartley	McCulloch	San Patricio
Angelina	Crockett	Haskell	McLennan	San Saba
Aransas	Crosby	Hays	McMullen	Schleicher
Archer	Culberson	Hemphill	Madison	Scurry
Armstrong	Dallam	Henderson	Marion	Shackelford
Atascosa	Dallas	Hidalgo	Martin	Shelby
Austin	Dawson	Hill	Mason	Sherman
Bailey	Deaf Smith	Hockley	Matagorda	Smith
Bandera	Delta	Hood	Maverick	Somervell
Bastrop	Denton	Hopkins	Medina	Starr
Baylor	De Witt	Houston	Menard	Stephens
Bee	Dickens	Howard	Midland	Sterling
Bell	Dimmit	Hudspeth	Milam	Stonewall
Bexar	Donley	Hunt	Mills	Sutton
Blanco	Duval	Hutchinson	Mitchell	Swisher
Borden	Eastland	Irion	Montague	Tarrant
Bosque	Ector	Jack	Montgomery	Taylor
Bowie	Edwards	Jackson	Moore	Terrell
Brazoria	Ellis	Jasper	Morris	Terry
Brazos	El Paso	Jeff Davis	Motley	Throckmorton
Brewster	Erath	Jefferson	Nacogdoches	Titus
Briscoe	Falls	Jim Hogg	Navarro	Tom Green
Brooks	Fannin	Jim Wells	Newton	Travis
Brown	Fayette	Johnson	Nolan	Trinity
Burleson	Fisher	Jones	Nueces	Tyler
Burnet	Floyd	Karnes	Ochiltree	Upshur
Caldwell	Foard	Kaufman	Oldham	Upton
Calhoun	Fort Bend	Kendall	Orange	Uvalde
Callahan	Franklin	Kenedy	Palo Pinto	Val Verde
Cameron	Freestone	Kent	Panola	Van Zandt
Camp	Frio	Kerr	Parker	Victoria
Carson	Gaines	Kimble	Parmer	Walker
Cass	Galveston	King	Pecos	Waller
Castro	Garza	Kinney	Polk	Ward
Chambers	Gillespie	Kleberg	Potter	Washington
Cherokee	Glasscock	Knox	Presidio	Webb
Childress	Goliad	Lamar	Rains	Wharton
Clay	Gonzales	Lamb	Randall	Wheeler
Cochran	Gray	Lampasas	Reagan	Wichita
Coke	Grayson	La Salle	Real	Wilbarger
Coleman	Gregg	Lavaca	Red River	Willacy
Collin	Grimes	Lee	Reeves	Williamson
Collingsworth	Guadalupe	Leon	Refugio	Wilson
Colorado	Hale	Liberty	Roberts	Winkler
Comal	Hall	Limestone	Robertson	Wise
Comanche	Hamilton	Lipscomb	Rockwall	Wood
Concho	Hansford	Live Oak	Runnels	Yoakum
Cooke	Hardeman	Llano	Rusk	Young
Coryell	Hardin	Loving	Sabine	Zapata
	Harris	Lubbock	San Augustine	Zavala

## UTAH

Beaver	Davis	Juab	Salt Lake	Uintah
Box Elder	Duchesne	Kane	San Juan	Utah
Cache	Emery	Millard	Sanpete	Wasatch
Carbon	Garfield	Morgan	Sevier	Washington
Daggett	Grand	Piute	Summit	Wayne
	Iron	Rich	Tooele	Weber



**VERMONT**

Addison  
Bennington

**VIRGINIA**

Aecomack  
Albemarle  
Alleghany  
Amelia  
Amherst  
Appomattox  
Arlington  
Augusta  
Bath  
Bedford  
Bland  
Botetourt  
Brunswick  
Buchanan  
Buckingham  
Campbell  
Caroline  
Carroll

**VIRGIN ISLANDS**  
(Municipalities)

**WASHINGTON**

Adams  
Asotin  
Benton  
Chelan  
Clallam  
Clark  
Columbia

**WEST VIRGINIA**

Barbour  
Berkeley  
Boone  
Braxton  
Brooke  
Cabell  
Calhoun  
Clay  
Doddridge  
Fayette

**WISCONSIN**

Adams  
Ashland  
Barron  
Bayfield  
Brown  
Buffalo  
Burnett  
Calumet  
Chippewa  
Clark  
Columbia  
Crawford  
Dane

**WYOMING**

Albany  
Big Horn  
Campbell  
Carbon

Caledonia  
Chittenden  
Essex

Charles City  
Charlottesville  
Chesterfield  
Clarke  
Craig  
Culpeper  
Cumberland  
Dickenson  
Dinwiddie  
Essex  
Fairfax  
Fauquier  
Floyd  
Fluvanna  
Franklin  
Frederick  
Giles  
Gloucester  
Goochland  
Grayson

St. Croix

Cowlitz  
Douglas  
Ferry  
Franklin  
Garfield  
Grant  
Grays Harbor  
Island  
Jefferson

Gilmer  
Grant  
Greenbrier  
Hampshire  
Hancock  
Hardy  
Harrison  
Jackson  
Jefferson  
Kanawha  
Lewis  
Lincoln

Dodge  
Door  
Douglas  
Dunn  
Eau Claire  
Florence  
Fond du Lac  
Forest  
Grant  
Green  
Green Lake  
Clark  
Iron  
Jackson  
Jefferson

Converse  
Crook  
Fremont  
Goshen  
Hot Springs  
Johnson

Franklin  
Grand Isle  
Lamoille

Greene  
Greensville  
Halifax  
Hanover  
Henrico  
Henry  
Highland  
Isle of Wight  
James City  
King and Queen  
King George  
King William  
Lancaster  
Lee  
Loudoun  
Louisa  
Lunenburg  
Madison  
Mathews  
Mecklenburg

St. Thomas and  
St. John

King  
Kitsap  
Kittitas  
Klickitat  
Lewis  
Lincoln  
Mason  
Okanogan

Logan  
McDowell  
Marion  
Marshall  
Mason  
Mercer  
Mineral  
Mingo  
Monongalia  
Monroe  
Morgan

Juneau  
Kenosha  
Kewaunee  
La Crosse  
Lafayette  
Langlade  
Lincoln  
Manitowoc  
Marathon  
Marinette  
Marquette  
Menominee  
Milwaukee  
Monroe  
Oconto

Laramie  
Lincoln  
Natrona  
Niobrara  
Park

Orange  
Orleans  
Rutland

Middlesex  
Montgomery  
Nansemond  
Nelson  
New Kent  
Northampton  
Northumberland  
Nottoway  
Orange  
Page  
Patrick  
Pittsylvania  
Powhatan  
Prince Edward  
Prince George  
Prince William  
Pulaski  
Rappahannock  
Richmond  
Roanoke

Pacific  
Pend Oreille  
Pierce  
San Juan  
Skagit  
Skamania  
Snohomish  
Spokane

Nicholas  
Ohio  
Tucker  
Pendleton  
Pleasants  
Pocahontas  
Preston  
Putnam  
Raleigh  
Randolph  
Ritchie  
Roane

Oneida  
Outagamie  
Ozaukee  
Pepin  
Pierce  
Polk  
Portage  
Price  
Racine  
Richland  
Rock  
Rusk  
St. Croix  
Sauk  
Sawyer

Platte  
Sberidan  
Sublette  
Sweetwater  
Teton

Washington  
Windham  
Windsor

Rockbridge  
Rockingham  
Russell  
Scott  
Shenandoah  
Smyth  
Southampton  
Spotsylvania  
Stafford  
Surry  
Sussex  
Tazewell  
Warren  
Washington  
Westmoreland  
Wise  
Wythe  
York

Stevens  
Thurston  
Wahkiakum  
Walla Walla  
Whatcom  
Whitman  
Yakima

Summers  
Taylor  
Tucker  
Tyler  
Upshur  
Wayne  
Webster  
Wetzel  
Wirt  
Wood  
Wyoming

Shawano  
Sheboygan  
Taylor  
Trempealeau  
Vernon  
Vilas  
Walworth  
Washburn  
Washington  
Waukesha  
Waupaca  
Waushara  
Winnebago  
Wood

Uinta  
Washakie  
Weston  
Yellowstone  
National Park

NOTES

## I N D E X

---

Numbers in parentheses refer to rules; *italic* indicates exact terminology; page numbers above 263 refer to Patents, Congressional, and Foreign Language chapters in unabridged *STYLE MANUAL* (for sale by the Superintendent of Documents; price, \$3.00).

For lists of capitalization, spelling, compounding, and abbreviations, see *Guide to Capitalization*, page 33; *Spelling*, page 61; *Guide to Compounding*, page 81; *Abbreviations*, page 153.



# INDEX

[Numbers in parentheses refer to rules; *italic* indicates exact terminology]

[For lists of capitalization, spelling, compounding, and abbreviations, see Guide to Capitalization, p. 33; Spelling, p. 61; Guide to Compounding, p. 81; Abbreviations, p. 153]

	Page		Page
<i>a, an.</i> (See Article (part of speech).)		<b>Abbreviations—Continued</b>	
<b>Abbreviations</b> (10.1–10.62)-----	153–168	Money (10.62, 11.8i)-----	168, 171
<i>A. D., B. C.</i> (9.37, 11.8c)-----	141, 170	Foreign-----	250
Addresses, signatures, lists of names (10.37, 17.3)-----	157, 221	Numerals used with (10.5, 10.53, 14.4)-----	153, 167, 183
Addresses, street (10.16–10.18, 14.6)-----	155, 183	Organized bodies (10.8)-----	154
<i>article, section</i> (10.39)-----	158	Parts of publications (10.38– 10.40, 14.10)-----	158, 183
Astrophysical (10.61)-----	168	Period used (9.100, 10.6, 14.13)---	147, 153, 183
Calendar divisions (10.44–10.47, 14.5)-----	159, 183	Not used (9.112, 10.3, 14.13)---	148, 153, 183
Closed up, with periods (2.8, 10.7)-----	8, 153	Personal names (9.107–9.108, 10.23–10.24, 14.12)-----	147, 156, 183
Coined words and symbols (10.49)-----	166	Set with spaces (10.7)-----	153
Figures and letters (5.28)-----	71	Preparing copy (2.8, 2.14)-----	8
College degrees (10.32, 10.35– 10.36)-----	157	Provinces, etc. (10.15)-----	155
Comma before and after (9.25)---	139	Punctuation (9.26, 10.6)-----	139, 153
<i>commodore, commandant</i> (10.30)---	157	Omitted (9.112, 10.3)-----	148, 153
<i>Company, etc.</i> (10.25)-----	156	Railroads (10.27, 14.8)-----	156, 183
Not abbreviated (10.26)-----	156	<i>Senator, Representative</i> (10.30)---	157
Congressional terms(10.41–10.43, 14.11)-----	158, 183	States (10.12–10.13)-----	154–155
Courtwork (18.32–18.33, 18.36)---	230–231	Not abbreviated (10.12)-----	154
Court reporters (18.17)-----	230	Tabular work (14.4–14.13)-----	183
Dates (10.44–10.45, 14.5)---	159, 183	Territories and possessions (10.14)---	155
<i>et al.</i> (3.57, 9.45)-----	32, 141	Titles, civil and military (10.29– 10.35)-----	156–157
<i>etc., et cetera</i> (2.19, 3.57)-----	9, 32	Unknown, do not spell out (2.14)-----	8
<i>Figure</i> , not abbreviated (10.40)---	158	<i>U.S.:</i>	
Foreign countries (10.11)-----	154	Before <i>Government</i> or Govern- ment organization (10.9, 14.7)-----	154, 183
Foreign languages. (See Foreign languages.)		As adjective (10.10, 14.7)---	154, 183
Geographic terms (10.9–10.15)---	154–155	Vessels (10.27, 12.6, 14.8)-----	156, 175, 183
<i>Jr., Sr.</i> (10.32, 10.34)-----	157	<i>able</i> , words ending in (5.11)-----	67
Land descriptions (10.20–10.22, 14.9)-----	155, 183	<b>Accents:</b>	
Latin (12.3, 18.29)-----	175, 230, 445	Anglicized and foreign words (5.3–5.4)-----	65
<i>latitude, longitude</i> , abbreviated with figures (10.53, 14.9)---	167, 183	Foreign languages. (See Foreign languages.)	
Leaders following (9.112, 14.13)---	148, 183	Geographic names (5.37)-----	71
List (10.48)-----	159	Indian names (18.22)-----	230
<i>M., Mr., Mlle., etc.</i> (10.29)-----	156	List (13.19)-----	180
Measures, weights, etc. (10.5, 10.52–10.61)-----	153, 166–168	Omitted in cap lines (3.58)-----	32
Metric (10.58–10.59)-----	167–168	<i>A. D.</i> (9.37, 11.8c)-----	141, 170

Page	Page
Addresses (correspondence) (17.3, 17.10-17.17)-----	221, 223-224
Addresses (street):	
Abbreviations (10.16-10.18, 14.6)-----	155, 183
Ordinals (11.11, 14.6)-----	172, 183
Adjectives:	
Capitalization (3.52)-----	31
Insect names-----	135
Nationalities-----	248
Plant names-----	131
Unit modifiers. (See Compound words.)	
Adverbs:	
Capitalization (3.52)-----	31
Ending in <i>ly</i> (6.20)-----	76
Part of solid compound (6.9)-----	74
Predicate position (6.18, 7.7)-----	75, 81
Age:	
Capitalization-----	33
Comma omitted (11.8a)-----	170
Agricultural weights and measures	253
Alaska:	
Judicial districts-----	255
Not abbreviated (10.12)-----	154
alliances-----	33
Allmark (2.134-2.135, 2.147, 2.152)	19, 20
Alphabets, foreign language. (See Foreign languages.)	
Ampersand (&):	
Comma omitted before (9.42, 10.25, 16.32)-----	141, 156, 219
Firm names (10.25)-----	156
Index entries (16.32)-----	219
Set with spaces (10.7-10.8)	153-154
Union names (10.25)-----	156
Anglicized foreign words (5.3-5.4)-----	65
anyone, any one (6.12)-----	74
Apostrophes and possessives (5.20- 5.35)-----	70-71
Abbreviations (5.28-5.29)-----	71
Apostrophe in small-cap heads (3.50)-----	31
Apostrophe omitted (5.23-5.25, 5.30, 5.32)-----	70-71
Authentic form in names to be followed (5.23)-----	70
Coined plurals (5.28)-----	71
Contractions (5.28)-----	71
Possessive case (5.20-5.24, 5.27)-----	70
Pronouns (5.25-5.26)-----	70
Spelled-out words (5.30)-----	71
Veterans' Administration (5.24)-----	70
Apothecary signs (13.19)-----	180
Appellations, fanciful (3.32)-----	28, 43
appendix (3.9)-----	24, 34
Abbreviation (10.38)-----	158
Footnote numbering (16.2)-----	217
Part of book (2.85k)-----	14
Plural form (5.10)-----	67
Area:	
Abbreviations (10.58, 10.60)-----	167, 168
Metric equivalents-----	252
Armed Forces, armed services (3.17)-----	25, 34
article:	
Abbreviation (10.38)-----	158
Caps and small caps (10.39)-----	158
Not abbreviated (10.39)-----	158
Article (part of speech):	
<i>a, an</i> , before consonants and vowels (5.16-5.19)-----	69
Capitalization (3.11-3.12, 3.52, 10.31, 18.14)-----	24, 31, 157, 229
Assembly:	
Legislative-----	48
United Nations (3.17)-----	25, 57
association (10.25)-----	35, 156
Asterisk(s):	
Ellipses (9.62)-----	143
Line of stars (9.66)-----	143
Footnote reference (14.104, 16.14, 16.15, 16.18)-----	194, 218
Closed up (14.104, 16.13)-----	194, 217
Astronomical—	
Bodies, capitalization (3.30)-----	28
Signs and symbols (13.19- 13.20)-----	180-181
Time (11.8b)-----	170
Astrophysical abbreviations (10.61)-----	168
Atomic numbers, etc. (13.17)-----	179
Attorney General-----	35
Plural form (5.6, 5.21)-----	66, 70
avenue (3.5)-----	23, 35
Abbreviation (10.16, 14.6)-----	155, 183
Ordinals (11.11, 14.6)-----	172, 183
<b>B</b>	
Backstrips, run down (2.107)-----	16
Base lines and meridians-----	243
basin-----	45
B.C. (9.37, 11.8c)-----	141, 170
Bearoff. (See Tabular work.)	
Bible, etc. (3.34)-----	28, 36
Bibliography:	
Footnote numbering (16.2)-----	217
Government publications (1.25)-----	2
Part of book (2.85j)-----	14
References (2.15, 9.15, 9.43)-----	8, 138, 141
bill (3.39)-----	29, 36
Bill style (2.10)-----	8
Biology signs and symbols (13.19)-----	180
Blank pages, avoid more than two (1.18)-----	2
“bleed” cuts to be avoided (1.21)-----	2
“blue” folios, looseleaf work (1.15)-----	2
Board (3.17)-----	25, 36
Board on Geographic Names (5.2, 5.36, 5.37, 6.21)-----	45, 61, 71, 72, 76, 244, 277
Boldface:	
Continued lines (14.52)-----	189
Nine-unit figures in table (2.1)-----	7
Page numbers, contents (16.35)-----	220
Punctuation (9.139)-----	151
Quotation marks (12.7, 12.10)-----	175, 176

	Page		Page
<i>book</i> , etc. (3.9)-----	24, 36	<b>Capitalization—Continued</b>	
Parts of (2.85)-----	14	Insect names (list)-----	135
Abbreviations (10.35)-----	157	Interjections (3.61, 9.74)-----	32, 144
Quotation marks (9.118)-----	148	Organized bodies (3.17-3.18)---	25-26
Boxheads. ( <i>See</i> Tabular work.)		Particles (3.13-3.16)-----	25
Braces (9.3)-----	137	Plant names (8.2)-----	131
<i>Do.</i> not used under (14.73(8))---	191	Proper names (3.2)-----	23
Equations (13.15)-----	178	Derivatives (3.3, 3.4)-----	23, 41
Tabular work (14.35, 14.42)---	187, 188	Religious terms (3.34)-----	28, 53
Brackets (9.4-9.8)-----	137-138	Scientific names (3.26-3.31)---	27-28
Courtwork (18.33, 18.40-18.41)---	231,	Soil names (3.29)-----	28, 54
232		Titles:	
Dates abbreviated in (10.45)----	159	Persons (3.35-3.38)-----	28-29
<i>Emphasis added</i> , etc. (9.4)-----	137	Publications, etc. (3.39-3.43)---	29-
Equations (9.6, 13.15)-----	138, 178	30	
Headnotes (2.100, 14.130)---	15, 196	Trade names (3.25)-----	27, 56, 277
Interpolation, omission, etc. (9.4)---	137	Capitals, foreign-----	244
Matter run into adjoining blank		Caps and small caps:	
space (9.7)-----	138	Abbreviation (10.48)-----	159
More than one paragraph (9.8)---	138	<i>article</i> , <i>section</i> (10.39)-----	158
<i>sic</i> (9.4)-----	137	Capitalization, in heads (3.49,	
Type (3.49, 9.139, 12.16)-----	31,	3.52, 3.55-3.57, 3.59)-----	31, 32
151, 176		Congressional work-----	300
Briefs, legal. ( <i>See</i> Courtwork.)		Datelines, addresses, and signa-	
<i>Bureau</i> (3.17)-----	25, 36	tures (10.37, 17.3)-----	157, 221
Bylines in parentheses (9.90)-----	146	<i>Figure</i> (2.64, 9.101)-----	13, 147
<b>C</b>		Heads spaced with en quads	
Calendar divisions:		(2.42, 3.49, 17.4)-----	11, 31, 221
Abbreviations (10.44-10.47, 14.5)---	159,	<i>Note</i> (9.96, 14.84)-----	146, 192
183		Quotation marks in (12.10)---	176
Capitalization (3.23-3.24)-----	27	Use of in hearings (9.4, 9.80)---	137, 144
Foreign languages. ( <i>See</i> Foreign		Vessel names (12.7)-----	175
languages.)		<i>Celsius</i> (10.48, 10.55)-----	159, 167
<i>called</i> , <i>so-called</i> (9.117)-----	148	Centerheads. ( <i>See</i> Heads, center	
Capacity:		and side.)	
Abbreviations (10.58, 10.60)---	167-	<i>Chair</i> (3.33)-----	28, 37
168		<i>Chairman</i> (3.36)-----	29, 37
Metric equivalents-----	252	<i>chapter</i> :	
<i>capital</i> , <i>capitol</i> (5.2)-----	61	Abbreviation (10.38)-----	158
Capitalization (3.7)-----	24, 36	Alinement, in contents (16.33)---	219
<b>Capitalization:</b>		Capitalization (3.9)-----	24, 37
Addresses, salutations, and sig-		<i>chargé</i> , etc. (5.4)-----	65
natures (3.60, 17.2)-----	32, 221	Capitalization (3.36)-----	29, 37
Articles, definite (3.11-3.12)---	24	Plural form (5.6)-----	66
Calendar divisions (3.23)-----	27	<i>chart</i> (3.9)-----	24, 37
Foreign languages. ( <i>See</i> For-		Makeup (2.65, 16.11)-----	13, 217
eign languages.)		<i>Charter</i> (3.39)-----	29, 37
Common nouns and adjectives		Chemical:	
(3.5-3.10)-----	23-24	Elements:	
Continued (14.52)-----	189	Abbreviations (13.17)-----	179
Countries, domains (3.19-3.20)---	26	Atomic numbers, etc. (13.17)---	179
Courts (18.47)-----	40, 232	Compounding (6.43)-----	79
Fanciful appellations (3.32)---	28, 43	List (13.17)-----	179
Firm names-----	44	Numerals (6.43, 13.17)---	79, 179
First words (3.44-3.47, 9.10)---	30-31,	Symbols (13.17)-----	179
138		Formulas (6.44, 11.15)-----	79, 172
Geographic terms (3.5-3.10, 3.21-		Symbols:	
3.22)-----	23-24, 27, 45	Preparing copy (2.28)-----	10
Government units (3.17)-----	25	Set in roman (13.17)-----	179
Guide to Capitalization (list)---	33	<i>Chief</i> , etc. (3.36)-----	29, 37
Heads, center and side (3.48-		<i>Justice</i> -----	37
3.59)-----	31	<i>church</i> (3.34)-----	28, 37
Historic and documentary work		<i>and state</i> (3.19)-----	26, 37
(3.62)-----	32	Ciphers:	
Historic events (3.24)-----	27, 47	Leaderwork (15.7-15.9)-----	214
Holidays, etc. (3.24)-----	27, 47	Numerals (11.8)-----	170
		Tabular work (14.43-14.50)---	189

	Page		Page
<b>Citations:</b>		<b>Comma—Continued</b>	
Abbreviations (10.42, 1043, 1045).....	158, 159	Apposition, parenthetic, etc. (9.26–9.27).....	139–140
Biblical, etc. (9.14, 9.44).....	138, 141	Chemical formulas (6.44).....	79
Courtwork (18.33–18.35).....	231	Compound sentences (9.29).....	140
Italic (12.3, 12.8).....	175	Dash, before (9.43, 9.57).....	141, 142
Punctuation (9.85–9.86).....	145	Dates (9.35, 9.37, 11.8c).....	140, 141, 170
<b>Cities:</b>		Decimals, omitted in (9.39).....	141
Capitals of foreign countries.....	244	Direct address (9.30).....	140
Sections of, capitalization.....	37	Foreign money (11.8i).....	171, 250
<b>Civil and military titles:</b>		Fractions, omitted in (9.39).....	141
Abbreviations (10.29–10.37).....	156–157	millions, etc. (9.34).....	141
Capitalization (3.35–3.38).....	28–29	Omission of words (9.22).....	139
Plurals (5.6).....	66	Open quotes for <i>do</i> . (14.81).....	192
<b>Clears:</b>		Quotation, direct (9.21).....	139
Decimals (2.18, 14.99).....	9, 194	Quotation marks, inside (9.33).....	140
Fractions (2.18, 14.127).....	9, 196	Semicolon, used with (9.134).....	150
Indexes (16.25, 16.34).....	219, 220	Serial numbers (9.39).....	141
Cleared lines repeated (2.97).....	15	Series (9.28, 9.33, 9.45).....	140, 141
Leaderwork (15.10, 15.11).....	214	Superior figures or letters (9.40).....	141
Preparation (2.18).....	9	Thin, in indexes (16.26).....	219
<b>Clock time:</b>		Title, name of organization (9.32).....	140
Abbreviation (10.56, 10.61).....	167, 168	ZIP numbers (9.36, 17.1).....	140, 221
Colon (9.12, 11.8b).....	138, 170	<i>Command</i> .....	38
Military (11.8b).....	170	<i>Commander in Chief</i> (3.36).....	29, 52
Use of numerals (11.8b).....	170	Compounding (6.40).....	78
<i>coast</i> (3.22).....	27, 38	Plural (5.6).....	66
<i>Code</i> (3.39).....	29, 38	<i>Commission</i> (3.17).....	25, 38
Coined words, symbols (10.49).....	166	<i>Committee</i> .....	38
Plurals (5.28, 5.30).....	71	<i>Committee Print</i> (3.39).....	29, 39
<b>Colleges:</b>		<i>commodore, commandant</i> (10.30).....	157
Capitalization (3.17).....	25, 38	<i>Company:</i>	
Department in.....	41	Abbreviation (10.25–10.26).....	156
School in (3.17).....	25	Amperсанд with (10.25).....	156
Degrees. ( <i>See</i> Degrees (scholastic).)		Capitalization (3.17).....	26, 39
Colon (9.9–9.19).....	138–139	List.....	44
Affecting use of numerals (11.7).....	170	<b>Compass directions:</b>	
After salutations (9.11, 17.15).....	138, 223	Abbreviations (10.52).....	166
Biblical and bibliographic citations (9.14, 9.15, 11.6).....	138, 170	Capitalization (3.21, 3.22).....	27
Capitalization following (3.44, 3.46, 9.9, 9.10).....	30, 138	Compound words (6.14).....	74
Clock time (9.12, 11.8b).....	138, 170	Land descriptions (10.20).....	155
<b>Courtwork:</b>		<b>Composition.</b> ( <i>See</i> Type composition.)	
Matter following, quoted or separated by leads (18.43).....	232	<b>Compound words</b> ( <i>see also</i> Hyphen):	
Preceding indented matter in footnotes (18.44).....	132	Chemical terms (6.42–6.44).....	79
Foreign money (footnotes).....	251	Civil and military titles (6.40–6.41).....	78
Ratio (9.18–9.19).....	139	Fractions (6.38, 11.13, 11.28).....	78, 172, 174
Subentries (9.13, 14.136, 15.17).....	138, 197, 214	General rules (6.1–6.7).....	73
<b>Columbia Lippincott Gazetteer</b> (5.36).....	71, 277	Guide to Compounding.....	81
<i>column</i> (3.9).....	24	Rules (7.1–7.14).....	81–82
Abbreviation (10.38).....	158	Improvised compounds (6.46–6.52).....	79–80
Combining forms (6.29–6.35).....	77–78	Insect names (8.6–8.7).....	135
Insect names (8.7).....	135	Hyphen not used (6.42).....	79
Plant names (8.5).....	131	Numerical compounds (6.36–6.39, 11.8m).....	78, 171
Comma (9.20–9.45).....	139–141	Plant names (8.1–8.5).....	131–135
Abbreviations, before and after (9.25).....	139	Hyphen not used (6.42).....	79



	Page		Page
<b>Compound words—Continued</b>		<b>Continued Heads—Continued</b>	
Prefixes, suffixes, and combining forms (6.29-6.35).....	77-78	Tabular work (14.29, 14.51-14.53).....	186, 189-190
Short prefixes (6.7).....	73	Type (14.52).....	189
Scientific and technical terms (6.42-6.45).....	79	<b>Contractions:</b>	
Solid compounds (6.8-6.14).....	74	Apostrophe to indicate (5.28, 5.29).....	71
Insect names (8.7).....	135	Coined words and symbols (10.49)....	166
Plant names (8.5).....	131	<b>Copy (see also Preparing copy):</b>	
Unit modifiers (6.15, 6.23, 11.8m).....	75-77, 171	Blank pages, avoid more than two (1.18).....	2
Units of measurement (6.45)....	79	Corrections marked (1.23-1.24)....	VIII, 2
<b>Congressional:</b>		Covers to be indicated (1.16)....	2
Abbreviations (10.41-10.43, 14.11)....	158, 183	Fold-ins, avoid use of (1.17)....	2
Capitalization (3.17).....	25, 39	Folioing looseleaf or perforated work (1.15).....	2
Ordinals (11.9).....	171	Follow <b>STYLE MANUAL</b> (1.1-1.2)....	1
<b>Congressional Record</b> .....	297-325	Footnote references (1.9).....	1
Addresses and signatures.....	306	Foreign language, preparation (1.7-1.8).....	1
Call of the House.....	305	Ideal copy for printer.....	VIII
Capitalization.....	298	<b>Illustrations:</b>	
Caps and small caps.....	300	Instructions (1.10-1.11).....	1
Contractions.....	298	Position (1.10).....	1
Credits.....	307	Requisition (1.11).....	1
Extracts.....	307	Separate sheets (1.6).....	VIII, 1
Figures.....	298	Legible (1.3).....	1
Forms of titles.....	306	Numbering (1.4).....	1
General rules.....	297	Paper stock (1.19).....	2
Index.....	326	Paragraph, begin with (1.5)....	VIII, 1
Italic.....	299	Proofreader's marks (1.26).....	4
Miscellaneous.....	299	Proper names, signatures, etc., plainly marked (1.7).....	1
Parentheses and brackets.....	302	Reprint, in duplicate (1.4).....	1
<b>Proceedings:</b>		Running heads supplied (1.22)....	2
House.....	318	Style sheets furnished (1.12-1.13).....	1
Senate.....	309	Suggestions to authors and editors (1.1-1.26).....	1-5
Punctuation.....	301	Tabular matter on separate sheets (1.6).....	VIII, 1
Speech heads.....	308	Trim size (1.20).....	2
Tabular matter.....	298	Type, avoid limited equipment (1.14).....	1
<b>Voting:</b>		Typewritten, one side only (1.4)....	1
House and Committee of the Whole.....	303	<b>Corporation</b> .....	40
Pairs.....	305	Abbreviation (10.25-10.27).....	156
Yeas and nays.....	304	<b>Corps</b> (3.17).....	25, 40
<b>Congressional work:</b>		Roman numerals with (11.9)....	171
Nominations, reports, documents, laws:		<b>Corrections:</b>	
Nominations.....	351	Author's (1.23-1.24).....	VIII, 2
Reports, documents, laws.....	359	Proofreading (2.74-2.75).....	13-14
Title pages.....	385-386	<b>Council</b> (3.17).....	25, 40
<b>Senate and House Journals:</b>		Counties, list of U.S.....	255
House.....	335	<b>County</b> (3.5).....	23, 40
Index.....	347	Not abbreviated (10.19).....	155
Senate.....	331	<b>Courtwork</b> (18.1-18.48).....	229-240
Index.....	344	Abbreviations (18.32-18.33, 18.36)....	230-231
<b>Consonants:</b>		Court reporters (18.17).....	230
<i>a, an</i> , before (5.16-5.19).....	69	Brackets (18.33, 18.40, 18.41)....	231, 232
Doubled (5.14, 5.15).....	69	Cut-in and run-in folios (18.3-18.4).....	229, 236
Hypphen, to avoid tripling (6.7)....	73	Footnotes (18.44-18.45).....	232, 234, 238
<b>Constitution</b> , etc. (3.39).....	30, 39	Indentions (18.43-18.44).....	232
Order of subdivisions.....	299		
<b>Contents</b> (16.22-16.35).....	218-220		
Part of book (2.85h, 2.96)....	14, 15		
Type (16.35).....	220		
<b>Continued heads:</b>			
Condensed into one line (2.98)....	15		
Leaderwork (15.5).....	213		

Page	Page
<b>Courtwork—Continued</b>	<b>Dash—Continued</b>
Italic (18.6, 18.25, 18.29) . . . . .	Q. and A., run in (9.55, 18.27) . . . . .
Examples (18.33) . . . . .	Side (15.15, 16.7, 16.12) . . . . .
Leading (18.48) . . . . .	Sideheads, run in (9.54, 9.96) . . . . .
Opinions and reports . . . . .	Tabular work (14.54–14.56) . . . . .
Parentheses (18.33, 18.39–18.42) . . . . .	206–207
Preparing copy:	To indicate interruption (9.47) . . . . .
Briefs, decisions, exhibits, etc.	Type (9.139) . . . . .
(18.18–18.48) . . . . .	Date columns. (See Tabular work.)
Supreme Court Records (18.2–	Datelines (17.6–17.9) . . . . .
18.17) . . . . .	Examples (17.26–17.28) . . . . .
Q. and A. matter (18.26–18.27,	General instructions (17.2–17.4) . . . . .
18.39) . . . . .	Spacing (17.5) . . . . .
Supreme Court Records (18.2–	Type (17.3) . . . . .
18.17) . . . . .	Dates:
Type:	Abbreviations (10.44–10.45, 14.5)
Covers . . . . .	159, 183
Display head breakdown . . . . .	A. D., B. C. (9.37, 11.8c) . . . . .
Footnotes (18.45) . . . . .	Commas with (9.35, 9.37, 11.8c) . . . . .
Indexes . . . . .	141, 170
Text . . . . .	En dash (9.59–9.61, 11.8c) . . . . .
Cover:	Ordinals in (11.9, 11.19) . . . . .
Kind, to be indicated (1.16) . . . . .	Roman numerals (11.29) . . . . .
Leading (18.48) . . . . .	Tabular work (14.5, 14.57–14.67) . . . . .
Self (1.16, 2.88) . . . . .	190–191
U. S., not abbreviated (10.9) . . . . .	Days:
Credit line (9.53) . . . . .	Abbreviations (10.47) . . . . .
“Crossed with” symbol (13.4) . . . . .	Foreign languages. (See Foreign
Crown (3.36) . . . . .	languages.)
Colony (3.19) . . . . .	Holidays, etc. (3.24) . . . . .
Cut-in:	27, 47
Folio (18.3, 18.4) . . . . .	Decimals:
Matter:	Alinement (14.97) . . . . .
Courtwork (18.43) . . . . .	Ciphers with (14.43–14.46) . . . . .
Footnotes (16.8) . . . . .	Clears marked (2.18, 14.99) . . . . .
Tables in footnotes (14.124) . . . . .	Comma omitted (9.39, 11.12,
Text (2.2) . . . . .	11.14) . . . . .
Notes (2.25, 2.26) . . . . .	Preparation (2.18) . . . . .
Cyrillic (Slavic) languages . . . . .	Used with numerals (11.8d) . . . . .
	Decorations, medals, etc. . . . .
	41
	Decree:
	Executive . . . . .
	41
	Royal (3.39) . . . . .
	29, 53
	Degree mark:
	Repeated (13.6) . . . . .
	177
	Signature line (2.137) . . . . .
	19
	Spacing (11.8c) . . . . .
	170
	With figures (10.53, 10.55, 11.8c,
	13.5) . . . . .
	167, 170, 177
	Degrees (scholastic, etc.):
	Abbreviations (10.32, 10.33, 10.35–
	10.36) . . . . .
	157
	Closed up (10.7) . . . . .
	153
	Capitalization (10.36) . . . . .
	38, 157
	Sequence of (10.35) . . . . .
	157
	Deity, words denoting (3.34) . . . . .
	28, 42
	Department, etc. (3.8, 3.17) . . . . .
	24, 25, 41
	Derivatives:
	Compounds (6.6) . . . . .
	73
	Insect names (8.7) . . . . .
	135
	Plant names (8.2) . . . . .
	131
	Proper names (3.3–3.4) . . . . .
	23, 41–42
	Scientific names (3.26, 3.27) . . . . .
	27–28
	Devil, etc. (3.34) . . . . .
	28
	Display initial (9.129) . . . . .
	viii, 150
	District(s) . . . . .
	42
	Alaska . . . . .
	255

	Page		Page
<i>Districts(s)</i> —Continued		Extracts:	
Puerto Rico-----	261	Courtwork (18.43–18.44)-----	232
<i>Division(s)</i> (3.17)-----	25, 42	Dash used before (2.19)-----	9
Physical-----	242	Footnotes (16.9, 18.44)-----	217, 232
<i>do.</i> ( <i>ditto</i> ):		Leading (2.47–2.50)-----	12
Leaderwork (15.4, 15.6)-----	213, 214	Quotation marks omitted (2.2, 9.127)-----	7, 149
Tabular work (14.68–14.81, 14.72)-----	191– 192, 204	Type (2.2, 9.127)-----	7, 149
Indentions (14.77–14.79)-----	191–192		
<i>dollar</i> :		F	
Abbreviation (10.62)-----	168	<i>Fahrenheit</i> (10.55)-----	167
Leaderwork (15.7–15.9)-----	214	Degree mark repeated (13.6)-----	177
Mark (10.62, 11.8i)-----	168, 171	False title (2.85b)-----	14
Repeated (13.6)-----	177	Fanciful appellations (3.32)-----	28, 43
Tabular work (14.82–14.87)-----	192–193	<i>Far</i> , etc. (3.21)-----	27, 43
<i>Dominion</i> , etc. (3.19)-----	26, 42	<i>figure</i> (3.9)-----	24, 44
Double-up tables. ( <i>See</i> Tabular work.)		Abbreviated (10.38)-----	158
<i>Dr.</i> (10.29, 10.31)-----	156, 157	Not abbreviated (10.40)-----	158
Not used with other titles (10.33)-----	157	Period not used at end (9.101)-----	147
Dutch language-----	394	Figure columns. ( <i>See</i> Tabular work.)	
E		Figures. ( <i>See</i> Numerals.)	
<i>earth</i> (3.30)-----	28, 42	Finnish language-----	398
Sign (13.19)-----	180	Firm names. ( <i>See</i> Company.)	
<i>East</i> (3.21, 3.22)-----	27, 42	First words capitalized (3.44–3.47, 9.10)-----	30–31, 138
Compass directions (10.20, 10.52, 10.53)-----	155, 166–167	Flush heads. ( <i>See</i> Heads, center and side.)	
Spelled out (10.17)-----	155	“ <i>Fol.</i> ,” “ <i>Fol. lit.</i> ,” etc. (2.3–2.8, 3.62)-----	7–8, 32
<i>eastern</i> (3.21, 3.22)-----	27, 43	Fold-ins, oversize, avoided (1.17)-----	2
Editorial marks (illustration)-----	VIII	Footnotes and references:	
Editors and authors, suggestions (1.1–1.26)-----	1–5	Courtwork-----	234
Ellipses (9.62–9.71)-----	143–144	Leaderwork (15.12–15.15)-----	214
Line of stars (9.66)-----	143	References:	
Emphasis:		Comma not used (9.40)-----	141
Italic not used (12.2)-----	175	Follow punctuation (16.19)-----	218
Quotation marks (9.122)-----	149	Footnote added (2.127)-----	19
<i>Emphasis added</i> , etc. (9.4, 12.4, 18.25)-----	137, 175, 230	Eliminated (2.125o)-----	19
<i>Entitled, marked</i> , etc. (9.117)-----	148	No bearoff (14.104, 16.13)-----	194, 217
<i>Envoy</i> (3.36)-----	29, 43	Quotation marks with (9.124, 9.132)-----	149, 150
Equations (13.8–13.16)-----	177–178	Run across (1.9, 14.107)-----	1, 194, 206–209
<i>Esq.</i> :		Superior figures (14.102, 16.13)-----	194, 217
Abbreviation (10.32–10.33)-----	157	Sequence (16.15)-----	218
Comma before and after (9.25)-----	139	Type (9.139, 12.16)-----	151, 176
Type (10.37, 17.3)-----	157, 221	Tabular work (14.101–14.125)-----	194– 196, 206–207
<i>Establishment</i> (3.17)-----	25, 43	Text (16.1–16.21)-----	217–218
<i>et al.</i> :		Foreign:	
Comma with (9.25, 9.45)-----	139, 141	Alphabets. ( <i>See</i> Foreign lan- guages.)	
Type (3.57, 12.8)-----	32, 175	Countries:	
<i>et cetera</i> :		Abbreviations (10.11)-----	154
Preparation (2.19)-----	9	Capitals of-----	244
Type (3.57)-----	32	Heads of state, etc. (3.36)-----	29, 244
<i>et seq.</i> (12.3)-----	175	Money-----	250
Even space after sentences (2.40)-----	11	Abbreviations (10.62)-----	168, 250
<i>everyone, every one</i> (6.12)-----	74	Nationalities-----	248
<i>ex, self, quasi</i> (6.34)-----	77	Languages-----	387–492
<i>Excellency</i> , etc. (3.36)-----	29, 43	Danish-----	388
Exclamation point (9.72–9.74)-----	144	Dutch-----	394
Direct address (9.73)-----	144	Finnish-----	398
Interjections (3.61, 9.73)-----	32, 144	French-----	404
Omitted (9.74)-----	144		
<i>Executive</i> (3.36, 3.39)-----	29, 43		
Abbreviation (10.42)-----	158		
<i>exhibit</i> (3.9)-----	24, 43		

	Page		Page
Foreign—Continued		Gothic.....	41
Languages—Continued		Plurals (5.28).....	71
German.....	412	<i>Government(s)</i> (3.8, 3.20).....	24, 26, 46
Greek:		Departments, capitalization	
Classical.....	419	(3.17).....	25
Modern.....	422	Foreign.....	244
Hebrew.....	428	<i>Governor</i> (3.36).....	29, 46
Hungarian.....	434	Abbreviation (10.29).....	156
Italian.....	440	Grades, market (3.25).....	27, 48
Latin.....	445	<i>graph</i> (3.9).....	24, 46
Norwegian.....	451	Gravity terms (10.55).....	167
Polish.....	457	Greek language:	
Portuguese.....	462	Classical.....	419
Russian.....	468	Modern.....	422
Slavic (Cyrillic).....	489	Guide meridians.....	243
Spanish.....	474		
Swedish.....	480	<b>H</b>	
Turkish.....	485	Halftitle:	
Weights and measures.....	252	Courtwork.....	233
Metric (10.58–10.59).....	167–168, 252–253	Imprint (2.153).....	20
Words:		Part of book (2.851, 2.115).....	14, 17
Accents (3.58, 5.3, 5.4).....	32, 65	<i>Hawaii</i> :	
Compounding (6.24).....	76	Abbreviation (10.12, 10.13).....	154–155
Italic (12.2).....	175	Counties.....	257
Foreword (2.85f).....	14	Natives (5.40).....	72
<i>form</i> (3.9).....	24, 45	<i>H-bomb, H-hour</i> (6.51).....	46, 80
<i>Fort</i> .....	45	Headnotes. ( <i>See</i> Tabular work.)	
Not abbreviated (10.19).....	155	Heads, center and side:	
State name with (10.12).....	154	Accents (3.58).....	32
Fractions (11.12–11.13).....	172	Capitalization (3.48–3.59).....	31–32
Boldface, if available (9.139).....	151	Continued. ( <i>See</i> Continued	
Comma omitted (9.39, 11.12).....	141, 172	heads.)	
Equations (13.14).....	178	Leading, spacing (2.42–2.46).....	11–12
Hyphen in (6.38–6.39).....	78	Tabular work.....	208–209
Land descriptions (10.20–10.21).....	155	Type (2.23, 3.49).....	10, 31
Piece and em (11.12).....	172	Heads of state, foreign.....	244
Spelled out (6.38, 11.28).....	78, 174	Hebrew language.....	428
Tabular work (14.17, 14.126– 14.129, 14.145).....	184, 196, 198	<i>Her (His) Majesty</i> (3.36).....	29, 46
Alinement (14.97).....	194	<i>High, etc.</i> ( <i>see also</i> Supreme Bench; Supreme Court).....	46
Unit modifiers (6.39, 11.8m, 11.13, 11.28).....	78, 171, 172, 174	Holidays, etc. (3.24).....	27, 47
With large numbers (11.25).....	173	<i>Holy Scriptures, etc.</i> (3.34).....	28, 47
Fraktur.....	389, 413, 453	<i>Honorable, etc.</i> (10.31).....	157
Franking privilege (2.164).....	21	<i>House</i> .....	47
French language.....	404	Hungarian language.....	434
Frontispiece (2.85a).....	14	Hyphen ( <i>see also</i> Compound words):	
<i>ful, words ending in</i> (5.9).....	66	Chemical formulas (6.42, 6.44).....	79
<b>G</b>		Civil and military titles (5.6, 6.40–6.41).....	66, 78
Geographic names and terms:		Compass directions (6.14).....	74
Abbreviations (10.9–10.15).....	154–155	Division at end of line (9.76).....	144
Board. ( <i>See</i> Board on Geo- graphic Names.)		Fractions (11.13, 11.28).....	172, 174
Capitalization (3.5–3.10, 3.21– 3.22).....	23–24, 27, 45	Numerical compounds (6.36– 6.39, 11.8m).....	78, 171
Counties.....	255	Prefixes, suffixes, and combining forms (6.7, 6.31–6.35).....	73, 77–78
Derivatives (3.4).....	23	Scientific terms (6.42–6.43).....	79
Foreign countries and capitals.....	244	Unit modifiers (6.15–6.35).....	75–78
Names, spelling (5.36–5.37).....	71–72	Not used when meaning is clear	
Geologic terms.....	241	(6.16).....	75
German language.....	412	Numerical (6.36–6.39, 11.8m).....	78, 171
<i>Germany, West, etc.</i> (3.21).....	27, 43, 58	<b>I</b>	
<i>Gospel, etc.</i> (3.34).....	28, 46	<i>ibid., id.</i> (12.3).....	175
		<i>ible, words ending in</i> (5.11).....	67
		<i>Idaho, not abbreviated</i> (10.12).....	154

	Page		Page
<i>II, III</i> (9.25, 9.45, 10.32) . . . . .	139, 141, 157	Italian language . . . . .	440
Illustrations:		<b>Italic</b> (12.1-12.16) . . . . .	175-176
Makeup (2.85h, 2.96, 2.104) . . . . .	14, 15	Aircraft (12.6) . . . . .	175
Requisition (1.11) . . . . .	1	<i>ante, post</i> , etc. (12.3) . . . . .	175
Separate sheets (1.6) . . . . .	VIII, 1	Courtwork. ( <i>See</i> Courtwork.)	
Imposition (2.103-2.112) . . . . .	16-17	<i>Continued from</i> (12.11) . . . . .	176
"Bleed" cuts avoided (1.21) . . . . .	2	Credit line (9.53) . . . . .	142
Fold-ins, oversize (1.17) . . . . .	2	Datelines, addresses, and signatures (17.3) . . . . .	221
GPO margin standards (1.20) . . . . .	2	Emphasis (12.2) . . . . .	175
Signature marks (1.18, 2.108, 2.109) . . . . .	2, 16	Equations (12.12, 12.13, 13.7, 13.8) . . . . .	176, 177
Imprints (2.158-2.163) . . . . .	21	" <i>Fol.</i> ," " <i>Fol. lit.</i> ," etc. (2.6-2.7) . . . . .	8
Improvised compounds (6.46-6.52) . . . . .	79-80	Foreign words, etc. (12.2-12.3) . . . . .	175
Inches, picas reduced to . . . . .	254	Inferior letters (12.12, 13.8) . . . . .	176, 177
Indentations ( <i>see also</i> Overruns) (2.53-2.59) . . . . .	12	<i>infra, supra</i> (12.3, 18.29) . . . . .	175, 230
Courtwork (18.43-18.44) . . . . .	232	<i>Italic supplied</i> , etc. (12.4) . . . . .	175
Cut-in notes (2.25-2.26) . . . . .	10	Legal cases (12.8, 18.33) . . . . .	175, 231
Datelines, addresses, and signatures (17.6, 17.14, 17.19) . . . . .	221, 223, 224	Legends (2.66, 12.14) . . . . .	13, 176
<i>Do.</i> (14.77-14.79) . . . . .	191-192	<i>nth degree</i> (12.12) . . . . .	176
Extracts (2.2) . . . . .	7	Paragraphs and sections, indicating (12.15) . . . . .	176
Footnote tables (14.124) . . . . .	195	<i>Provided, Resolved</i> , etc. (3.47, 12.11) . . . . .	31, 176
Imprints (2.160) . . . . .	21	To be followed (12.5) . . . . .	175
Line of stars (9.66, 9.67, 9.68, 9.70) . . . . .	143, 144	Publications, titles of (12.2) . . . . .	175
Paragraphs (2.53-2.541) . . . . .	12	Punctuation adjoining (12.16) . . . . .	176
Subentries (14.153-14.154) . . . . .	196	Salutations (9.11, 17.15) . . . . .	138, 223
Total, mean, and average (14.134-14.136) . . . . .	196	Scientific names (12.9-12.10) . . . . .	176
Index (16.22-16.35) . . . . .	218-220	<i>See, see also</i> (12.11, 16.22) . . . . .	176, 218
Clears (2.97, 16.25, 16.34) . . . . .	15, 219, 220	Symbols (2.66, 12.12-12.14) . . . . .	13, 176
Courtwork . . . . .	234	Tabular work (14.137-14.138) . . . . .	197
Entries (16.32) . . . . .	219	Units of quantity (14.173, 15.16) . . . . .	204, 214
Part of book (2.85f) . . . . .	14, 493	<i>v.</i> (12.8, 18.33) . . . . .	175, 231
Plural form (5.10) . . . . .	67	Vessels (12.6-12.7, 14.137) . . . . .	175, 197
Roman numerals (16.27) . . . . .	219	<i>x dollars</i> (12.12) . . . . .	176
<i>See, see also</i> (12.11, 16.22) . . . . .	176, 218	<i>ize, ise, yze</i> (5.12) . . . . .	68
Indian terms:		<b>J</b>	
Accents (18.22) . . . . .	230	<i>Jr., Sr.:</i>	
Capitalization . . . . .	47	Abbreviation (10.32, 10.34) . . . . .	157
Names (18.22) . . . . .	230	Index entries (16.32) . . . . .	219
<i>Navaho</i> . . . . .	63	Punctuation (9.25, 10.34) . . . . .	139, 157
Spelling (5.41) . . . . .	72	Type (10.37, 17.3) . . . . .	157, 221
<i>Indochina</i> (6.21) . . . . .	76	<b>K</b>	
Inferior figures and letters:		<i>King</i> (3.35) . . . . .	28, 48
Chemical elements (6.43) . . . . .	79	<i>known as</i> (9.117) . . . . .	148
Chemical formulas (11.15, 12.12, 13.17) . . . . .	172, 176, 179	<b>L</b>	
Equations (13.8) . . . . .	177	Land area abbreviations (10.58, 10.60) . . . . .	167, 168
Italic (12.12, 13.8) . . . . .	176, 177	Metric equivalents . . . . .	252
Precede superiors (13.16) . . . . .	178	Land descriptions (10.20-10.22, 11.8e) . . . . .	155, 170
Preparing (2.27) . . . . .	10	Latin:	
<i>infra:</i>		Abbreviations (12.3, 18.29) . . . . .	175, 230, 446
Italic (12.3, 18.29) . . . . .	175, 230	Alphabet . . . . .	445
Not abbreviated (10.50) . . . . .	166	Hyphen in (6.24) . . . . .	76
Insect names (8.6-8.7) . . . . .	135-136	Language . . . . .	445
Integral sign (13.15) . . . . .	178	<i>latitude, longitude:</i>	
Interjections:		Abbreviated (10.53, 14.9) . . . . .	167, 183
Capitalization (3.61) . . . . .	32	Division at end of line (10.54) . . . . .	167
Exclamation point (9.72-9.74) . . . . .	144	Spaces omitted (10.53, 11.8e) . . . . .	167, 170
Introduction (2.86) . . . . .	14	<i>law</i> (3.41) . . . . .	30, 48
<i>Iowa</i> , not abbreviated (10.12) . . . . .	154		
<i>ise, ize, yze</i> (5.22) . . . . .	68		

	Page		Page
<b>Leaders:</b>		<b>Leading and spacing—Continued</b>	
Abbreviation before (9.112, 14.13)_____	148, 183	Spacing—Continued	
Leaderwork (15.1)_____	213	Footnote references (16.13)_____	217
Tabular work (14.139–14.143)_____	197–198	Between references (9.40, 16.20)_____	141, 218
<b>Leaderwork (see also Tabular work)</b>		Symbols close up (14.104, 16.13)_____	194, 217
(15.1–15.25)_____	213–215	Footnotes, two or more (2.106)_____	16
Beoff (15.2)_____	213	Heads, center, side (2.42, 3.49)_____	12, 31
Clears (15.10, 15.11)_____	214	Initials, personal name (10.7)_____	153
Columns (15.3)_____	213	Letters or figures in parentheses (2.9, 9.83)_____	8, 145
Continued heads (15.5)_____	213	Letterspacing. ( <i>See</i> Letter-spacing.)	
Definition (15.1)_____	213	Mathematical signs (13.4)_____	177
<i>Do.</i> (15.6)_____	214	Particles (3.51)_____	31
Dollar mark and ciphers (15.7–15.9)_____	214	Question mark (9.115)_____	148
Double up (15.21)_____	215	Quotation marks (9.124)_____	149
Examples (15.17–15.25)_____	214–215	Section mark (13.6)_____	177
Flush items and subheads (15.10–15.11)_____	214	Single space after sentences (2.40)_____	11
Footnotes (15.12–15.15)_____	214	Symbols with figures (13.6)_____	177
Units of quantity (15.16)_____	214	×, crossed with, etc. (13.4)_____	177
<b>Leading and spacing (2.39–2.52)_____</b>	<b>11–12</b>	<b>Legal cases:</b>	
<b>Leading:</b>		Capitalization (3.11, 18.13)_____	24, 231
Courtwork_____	234	Italic (12.8, 18.33)_____	175, 231
Covers, captions, signatures (18.48)_____	232	Legends (2.60–2.66)_____	12–13
Datelines, addresses, and signatures (17.5)_____	221	Italic symbols (2.66, 12.14)_____	13, 176
Definition of lead (2.45)_____	12	Leading (2.52)_____	12
Extracts (2.47–2.50)_____	12	Makeup (2.61, 2.65, 2.125n)_____	13, 18
Footnotes (2.51)_____	12	Punctuation (2.63, 9.101)_____	13, 147
Courtwork (18.45)_____	232–234	Type (2.62)_____	13
Side dash (16.7)_____	217	Legislative bodies, foreign_____	244
Heads, center and side (2.43–2.44, 2.46)_____	11, 12	<b>Length:</b>	
Increase of text with leads_____	254	Abbreviations (10.58, 10.60)_____	167, 168
Legends (2.52)_____	12	Figures with (11.8h)_____	171
Line of stars (9.71)_____	144	Metric equivalents_____	252
<i>page, section, etc., over figure</i>		Letter of transmittal (2.85e)_____	14
columns (16.23)_____	218	<b>Letterspacing:</b>	
<i>Source</i> (14.84)_____	192	Center, side heads (2.42, 3.49)_____	11, 31
<b>Tabular work:</b>		Congressional Record, no letter-spacing_____	297
Boxheads (14.22)_____	184	Tabular work (14.144)_____	198
Centerheads (14.36)_____	187	Boxheads (14.34)_____	187
Footnotes (14.120)_____	195	Text (2.39)_____	11
<b>Spacing:</b>		Letter symbols. ( <i>See</i> Signs and symbols.)	
Abbreviations with points (10.7)_____	153	Ligatures (5.42)_____	72
<i>ac</i> , space after in small-cap heads (3.50)_____	31	<i>like</i> (6.11, 6.31)_____	74, 77
<i>ampersand</i> (10.7)_____	153	<i>Long Island</i> (10.14)_____	155
<i>article, section</i> (10.39)_____	158	Looseleaf work, "blue" folios marked (1.15)_____	2
<b>Bearoff:</b>		<b>Louisiana:</b>	
Leaderwork (15.2)_____	213	Abbreviation (10.12–10.13)_____	154–155
Tabular work. ( <i>See</i> Tabular work.)		Parishes_____	258
Citations (9.14)_____	138	<i>Lower</i> (3.5)_____	23, 48
Clock time (9.12, 11.8b)_____	138, 170	<i>ly</i> , words ending in (6.20)_____	76
Colon (9.12, 9.14–9.19)_____	138–139		
Datelines, addresses, and signatures (17.4)_____	221	<b>M</b>	
Degrees:		<i>M., Mlle.</i> , etc. (10.29)_____	156
College (10.7, 10.32–10.33, 10.35–10.36)_____	153, 157	Macedonian alphabet_____	490
<i>latitude, longitude</i> (10.53, 11.8e)_____	167, 171	Magnification symbol (13.4)_____	177
Ellipses (9.62)_____	143	Magnitudes (10.61)_____	168
Line of stars (9.66)_____	143	<i>Maine</i> , not abbreviated (10.12)_____	154
		Makeup (2.85–2.107)_____	14–16
		Backstrips, run down (2.107)_____	16
		Facing pages (2.90)_____	15

	Page		Page
Makeup—Continued		Military—Continued	
Fold-ins to be avoided (1.17)----	2	Time (11.8b, 11.14)-----	170, 172
Footnotes:		Titles:	
Leaderwork (15.12–15.15)-----	214	Abbreviations (10.29)-----	156
Tabular work (2.128, 14.113–		Capitalization (3.35, 3.36)---	28, 29
14.117)-----	19, 195	Units, ordinals used (11.9)-----	171
References repeated (2.99,		<i>million</i> , etc.:	
14.106)-----	15, 194	Roman numerals (11.29)-----	174
Text (2.105, 16.10–16.12)---	16, 217	Round numbers (11.27)-----	174
Illustrations (2.60–2.61, 2.65,		Use of figures with (11.25)-----	173
2.104)-----	12, 13, 15	<i>Minister</i> , etc. (3.36)-----	29, 49
Indexes (2.97)-----	15	<i>Ministry</i> (3.17)-----	25, 49
Instructions to be followed (2.89)---	14	<i>minute</i> :	
Legends (2.60–2.61, 2.65)-----	12, 13	Abbreviation (10.60)-----	168
Parts of book (2.85–2.86)-----	14	Latitude, longitude (10.53, 11.8e)---	167,
Preliminary pages (2.85–2.87,		171	
2.93–2.96)-----	14, 15	Time (11.8b, 11.8f)-----	170, 171
Roman numerals (2.87)-----	14	Astronomical (10.61, 11.8b)---	168, 170
Running heads and folios (2.93–		Money:	
2.95)-----	15	Abbreviations and symbols (10.62,	
Signature marks, imprints, etc.		11.8i)-----	168, 171, 250
(2.132–2.163)-----	19–21	Decimals (11.8i)-----	171
Signatures, jobs over 4 pages		Foreign-----	250
(1.18)-----	2	Abbreviations and symbols---	250
Avoid over 2 blank pages		Fractions (11.25)-----	173
(1.18)-----	2	With figures (11.8i, 11.25)---	171, 173
Sink (2.91)-----	15	Monotype set sizes (table)-----	210–211
Tabular work:		Months:	
Broadside (2.101–2.102)-----	15	Abbreviations (10.44–10.46, 14.5)---	159,
In rules (14.162–14.166)---	200–202	183	
Parallel and divide tables (14.146–		<i>mo.</i> (10.60)-----	168
14.153)-----	198–199,	Foreign languages. ( <i>See</i> Foreign	
Without rules (14.167–14.170)	206–209	languages.)	
202–203		Punctuation (9.37, 9.59, 9.60,	
Text and tables (2.104)-----	15	11.8e)-----	141, 143, 170
Widow lines (2.90)-----	15	<i>moon</i> (3.30)-----	28, 49
<i>Manufacturing</i> (10.25)-----	156	Signs (13.19)-----	180
<i>Manuscript page</i> (illustration)---	VIII	<i>mount</i> -----	45
<i>Margins.</i> ( <i>See</i> Imposition.)		Not abbreviated (10.19)-----	155
<i>Market grades</i> (3.25)-----	27, 48	<i>Mr., Mrs.:</i>	
<i>Mathematical equations</i> (13.8–		Abbreviation, when used (10.29)---	156
13.16)-----	177–178	Type (10.37, 17.3)-----	157, 221
Signs (13.2, 13.19)-----	177–180	With other abbreviations (10.33)---	157
<i>Measurement:</i>		<i>Mr. Chairman</i> , etc. (3.38)-----	29, 49
Abbreviations (10.58–10.60)---	167–168		
Foreign countries-----	253	N	
Metric equivalents-----	253	<i>Nation</i> , etc. (3.19, 3.20)-----	26, 49
Numerals (11.8h)-----	171	Natives:	
<i>Medals, decorations, etc.</i> -----	41	Foreign countries-----	248
<i>Medicine signs, symbols</i> (13.19)---	180	States (U.S.) (5.39–5.40)-----	72
<i>Meridians and base lines</i> -----	243	<i>Nature</i> (3.33)-----	28
<i>Messrs.</i> (10.29)-----	156	<i>Navy, Naval</i> , etc. (3.17)-----	25, 49
<i>Meteorology signs, symbols</i> (13.19)---	180	<i>Near East</i> (3.21)-----	27, 50
<i>Metric:</i>		Newspapers:	
Abbreviations (10.58–10.59)---	167–168	Capitalization (3.39)-----	29
Figures with (10.5, 14.4)---	153, 183	Datelines (17.9)-----	222
Equivalents-----	252	Italic not used (12.2)-----	175
<i>Middle East, Mideast</i> , etc. (3.21)---	27, 49	<i>No., Nos.</i> (10.38)-----	158
<i>mile</i> (3.9)-----	24	Not abbreviated (14.30)-----	186
Metric equivalent-----	252	<i>North</i> (3.21, 3.22)-----	27, 50
Not abbreviated (10.60)-----	168	Compass directions (10.20, 10.52,	
<i>Military:</i>		10.53)-----	155, 166–167
Dates (9.37, 11.8c)-----	141, 170	Spelled out (10.17)-----	155
Abbreviated (14.61)-----	190	<i>northern</i> (3.21, 3.22)-----	27, 50
Installations, State name with		<i>Norwegian language</i> -----	451
(10.12)-----	154	<i>Note</i> (9.96, 14.84)-----	146, 192





Page	Page
<b>Parentheses—Continued</b>	<b>Period (9.92–9.112)-----</b> 146–148
Abbreviations—Continued	Abbreviations (9.100, 10.6)----- 147, 153
Latitude, longitude (10.53)---- 167	Omitted (9.112, 10.3, 14.13, 16.28)----- 148, 153, 183, 219
Parts of publications (10.38)--- 158	After <i>article, section</i> , etc. (9.103)--- 147
Steamships, railroads (10.27)--- 156	Alined, after Roman numerals (16.33)----- 219
Alinement in tables (14.92, 149.97)----- 193, 194	Boxheads (9.104)----- 147
Byline (9.90)----- 146	Decimals (9.98, 11.8d, 14.43– 14.50)----- 147, 170, 189
Chemical formulas (6.44)----- 79	Declarative sentence (9.92)----- 146
Clauses (9.81)----- 145	Ellipses (9.62–9.65)----- 143
Column numbers or letters (14.32, 14.34)----- 186, 187	Line of periods (9.66)----- 143
Courtwork (18.33)----- 231	Em quad after sentence (2.40)--- 11
Enclose letters or figures (9.83)--- 145	Ends of lines (9.104)----- 147
Closed up (2.9, 9.83, 9.87)--- 8, 145	Explanatory matter within pa- rentheses (9.111)----- 148
Equations (13.15)----- 178	Indirect question (9.93)----- 146
Explanatory word (9.82)----- 145	In lieu of parentheses (9.94)--- 146
More than one paragraph (9.91)--- 146	Inside quotation marks (9.105, 9.131)----- 147, 150
Not part of main statement (9.80)----- 144	Legends (2.63, 9.101)----- 13, 147
Paragraph sequence (9.97)----- 146	Letters used as names (9.106)--- 147
Type (3.49, 9.139, 12.16)--- 31, 151, 176	Metric abbreviations (10.58– 10.59)----- 167–168
Verifying numbers (9.84, 11.18)--- 145, 173	Middle initial not abbreviation (9.107)----- 147
With punctuation (9.85–9.89)--- 145– 146	Multiplication (9.102)----- 147
Parishes, Louisiana----- 258	Overruns, in indexes (16.28)--- 219
<i>part</i> (3.9)----- 24, 51	Roman numerals (9.109)----- 147
Abbreviation (10.38)----- 158	Run-in sideheads (9.96)----- 146
Articles (3.13–3.16)----- 25	Short name not abbreviation (9.108, 10.23)----- 147, 156
<b>Parts of books:</b>	Symbols (9.104)----- 147
Abbreviations (10.38–10.40)--- 158	Thin, in indexes (16.26)----- 219
Capitalization (3.9, 3.39, 3.40)--- 24, 29–30	To indicate thousands (9.99)--- 147
Makeup (2.85–2.86)----- 14	Words and incomplete state- ments (9.110)----- 148
Quotation marks (9.118)----- 148	<b>Periodicals, titles of:</b>
<i>Party</i> (3.17)----- 25, 51	Capitalization (3.39)----- 29
<b>Patents, trademarks, and Official</b>	Italic not used (12.2)----- 175
<i>Gazette</i> ----- 265–295	<b>Personal names:</b>
Official <i>Gazette</i> ----- 288–295	Abbreviations followed (9.107, 10.24)----- 147, 156
Index----- 288–295	Contractions (9.108, 10.23)--- 147, 156
Patents----- 288–289	Initials set with space (10.7)--- 153
Trademarks----- 286–287	Particles (3.13–3.16)----- 25
<b>Patents:</b>	Personification (3.33)----- 28
Abbreviations----- 265	Physical divisions of United States--- 242
Capitalization----- 267	Physics, signs and symbols (13.19)--- 180
Figures----- 268	Physiographic terms----- 241
Headings, examples----- 279–281	Picas reduced to inches----- 254
Designs, patents, foreign ap- plications----- 281–285	Pickup matter (2.24)----- 10
Italic and roman----- 268	Correcting (2.34)----- 11
Leader and tabular work----- 269	<i>Pied, dropout</i> (2.37)----- 11
Letters and figures designating shape----- 268	<i>place</i> ----- 51
Miscellaneous----- 276	Abbreviation (10.16, 14.6)--- 155, 183
Names in patent headings----- 279	Ordinals (11.11, 14.6)----- 172, 183
Possessives----- 278	Plant names (8.1–8.5)----- 131
Punctuation----- 278	<i>plate</i> (3.9)----- 24, 51
Reference letters and figures----- 278	Abbreviation (10.38)----- 158
References cited----- 275	Numbers alined (16.33)----- 219
Spelling----- 277	<b>Plurals:</b>
Tradenames----- 277	Apostrophe to indicate (5.20, 5.24, 5.28)----- 70, 71
Trademarks----- 286–287	Coined (5.28)----- 71
<i>percent</i> (5.2)----- 61	
Mark (13.19, 16.16)--- 180, 218	
Use of figures (11.8j, 11.8k)--- 171	

Page	Page
Plurals—Continued	Preparing copy—Continued
Common noun as part of proper name (3.8)-----	Figures (2.6, 2.7)-----
24	and letters in parentheses close up (2.9)-----
Compound words (5.6-5.8)-----	8
66	“ <i>Fol.</i> ,” “ <i>Fol. lit.</i> ,” etc. (2.5-2.8)-----
List (5.10)-----	7
67	Folioing and stamping (2.20-2.22)-----
Irregular (5.10)-----	9-10
Latin names (3.28)-----	Footnotes and reference marks:
28	Tabular work (14.101-14.125)-----
Letters and figures (5.28)-----	194-
Nouns ending in <i>ful</i> (5.9)-----	196
66	Text (16.1-16.21)-----
Nouns ending in <i>o</i> (5.5)-----	217-218
65	Fractions, clear marked (2.18, 14.127)-----
Spelled-out numbers (5.30)-----	9, 196
71	Heads (2.23, 3.48-3.57)-----
Words used as words (5.30)-----	10, 31-32
71	Ideal copy for printer-----
Poetry:	Instructions to be followed (2.13)-----
Alignment and indentation (9.119)-----	8
149	Italic (2.6, 2.7, 2.17)-----
Capitalization of titles (3.40)-----	8, 9
30	Pickup (2.24)-----
Credit line (9.53, 9.119)-----	10
142, 148	Plurals (2.31, 5.28)-----
Quotation marks (3.40, 9.118)-----	11, 71
30, 148	Punctuation followed (2.6-2.8)-----
<i>point</i> -----	8
Not abbreviated (10.19)-----	Quotation marks (2.8)-----
155	8
Polish language-----	Sidenotes (2.25-2.26)-----
457	10
Political parties (3.17)-----	Signs, symbols, etc. (2.27-2.29)-----
25, 51	10
Adherents (3.18)-----	Tables. ( <i>See</i> Tabular work.)
26, 51	Type to indicate shape (2.30-2.32)-----
<i>port</i> -----	11
Not abbreviated (10.19)-----	Type. ( <i>See</i> Type.)
155	Unprepared copy, follow MANUAL (2.5)-----
Portuguese language-----	7
462	Prepositions (3.52)-----
Possessions (U.S.):	31
Abbreviations (10.12, 10.13)-----	In compound nouns (6.47)-----
154-155	79
Not abbreviated (10.14)-----	<i>President</i> , etc. (3.35, 3.36)-----
155	28, 29, 52
Political divisions. ( <i>See</i> Counties.)	Price notices (2.156-2.159)-----
Possessives and apostrophes. ( <i>See</i> Apostrophes and possessives.)	29-21
<i>post</i> (12.3)-----	<i>Proclamation</i> (3.39)-----
175	29-52
Post Office-----	Sample (17.29)-----
52	228, 383
<i>Box</i> , as part of address-----	<i>project</i> (3.10)-----
52	24, 52
Directory of Post Offices (5.36)-----	Pronouns:
71,	Compounding (6.12, 6.13)-----
277	74
Zip code numbers (9.36, 17.1)-----	Possessive (5.25, 5.26)-----
140,	70
221, 233	Pronunciation, foreign languages. ( <i>See</i> Foreign languages.)
<i>Powers</i> (3.20) ( <i>see also</i> Alliances)-----	Proofreading and copyholding (2.67-2.84)-----
26, 52	13-14
Preface (2.85g, 2.96)-----	Copyholding (2.83-2.84)-----
v, 14, 15	14
Prefixes (6.7, 6.29-6.35)-----	Proofreader's marks (1.26)-----
73, 77-78	4-5
Metric (10.58)-----	Proofs:
167	Clean (2.35)-----
Preliminary pages (2.85-2.86)-----	11
14	Department (1.22-1.24)-----
Roman numerals for (2.87)-----	2
14	Proportion (9.18, 11.8k)-----
Preparing copy:	139, 171
Abbreviations:	<i>Provided</i> , etc.:
Closed up (2.8)-----	Capitalization following (3.47)-----
8	31
Spelled out (2.14)-----	Italic (3.47, 12.11)-----
8	31, 176
Applies to entire sheet (2.11)-----	<i>Province</i> (3.19)-----
8	26, 52
Bill style (2.10)-----	Not abbreviated (10.15)-----
8	155
Capitalization (2.6, 2.7, 2.16, 3.48-3.57)-----	<i>proximo</i> , not abbreviated (10.51)-----
8, 9, 31-32	166
Compounding (2.6, 2.7)-----	<i>Public Law</i> , etc. (3.39)-----
8	29, 52
Copy kept clean (2.12, 18.15)-----	Not abbreviated (10.41, 10.43)-----
8, 229	158
Courtwork. ( <i>See</i> Courtwork.)	Publications. ( <i>See</i> Periodicals.)
Cut-in notes (2.25-2.26)-----	<i>Puerto Rico</i> -----
10	52
Datelines, addresses, and signatures (2.17)-----	Abbreviation (10.12, 10.13)-----
9	154-155
Addresses (17.10-17.17)-----	Districts-----
223-224	261
Datelines (17.6-17.9)-----	Punctuation (9.1-9.139)-----
221-222	137-151
Signatures (17.18-17.29)-----	Abbreviations:
224-228	Omitted (9.112, 10.3, 14.13)-----
Decimals, clear marked (2.18, 14.99)-----	148,
9, 194	153, 183
<i>et cetera</i> , etc. (2.19)-----	
9	
Extracts (2.2)-----	
7	

Page	Page
<b>Punctuation—Continued</b>	<b>Quotation marks—Continued</b>
When used (9.25, 10.6)--- 139, 153	Emphasis (9.122)----- 149
Apostrophe (5.20-5.35)----- 70-71	<i>Entitled, marked, etc.</i> (9.117)--- 148
Brackets (9.4-9.8)----- 137-138	Extracts, omitted (2.2, 9.127)--- 7, 149
Colon (9.9-9.19)----- 138-139	Footnotes (18.45)----- 232
Comma (9.20-9.45)----- 139-141	Indirect quotations (9.128)----- 150
Before and after abbreviations	Letters within a letter (9.121)--- 149
(9.25)----- 139	Complete letter (9.126)----- 149
Omitted (9.37-9.45)----- 141	Misnomers, slang, etc. (9.123)--- 149
Used (9.20-9.36)----- 139-140	More than one paragraph (9.120)--- 149
Dash (em) (9.46-9.55)----- 141-142	Poetry, alinement (9.119)----- 149
Not used (9.56-9.57)----- 142	Precede footnote references (9.132)--- 150
Used (9.46-9.55)----- 141-142	Punctuation with (9.33, 9.130,
(See also Tabular work.)	9.131)----- 140, 150
Dash (en) (9.58-9.61)----- 142-143	Scientific names (12.10)----- 176
Not used (9.60-9.61)----- 143	Spacing (9.124, 9.133)----- 149, 150
Used (9.58-9.59)----- 142-143	Vessels (12.7, 12.8, 18.12)----- 175,
Ellipses (9.62-9.71)----- 143-144	229
Exclamation point (9.72-9.74)--- 144	<b>Quotations:</b>
" <i>Fol. lit.</i> ," etc. (2.6-2.9)----- 8	Capitalization (3.44, 3.45)----- 30
Function (9.1, 9.2)----- 137	Comma before (9.21)----- 139
Hyphen (9.75-9.78)----- 144	Ellipses (9.61-9.69)----- 139
Compounding (6.1-6.52)--- 73-80	
Legends (2.63, 9.101)----- 13, 147	<b>R</b>
Numerals (11.14)----- 172	Railroads, abbreviated (10.27, 14.8)--- 156,
Parentheses (9.80-9.91)----- 144-146	183
Period (9.92-9.112)----- 146-147	Reference marks. (See Footnotes
Omitted (9.104-9.112)----- 148	and references.)
Used (9.92-9.103)----- 146-147	<i>region</i> (3.9)----- 24, 52
Question mark (9.113-9.115)--- 148	Ordinals (11.9)----- 171
Quotation marks (9.116-9.133)--- 148-	<i>Regular, etc.</i> (3.17)----- 25, 52
150	Related numbers:
Not used (9.126-9.133)--- 149-150	Group (11.5, 11.26)----- 169, 174
Used (9.116-9.124)----- 148-149	Ordinals (11.9-11.10)----- 171, 172
Semicolon (9.134-9.137, 18.35)--- 150-	Religious terms (3.34)----- 28, 53
151, 231	<i>Report</i> (3.39, 3.40)----- 29, 30, 53
Single (9.113, 9.138, 18.20)--- 148,	With quotation marks (3.40,
151, 230	9.118)----- 29, 148
Type (9.139, 12.16)----- 151, 176	Reporter(s), Supreme Court (18.17)--- 53,
	230
<b>Q</b>	<b>Reports:</b>
<i>Q. and A. matter</i> (18.26-18.27,	Congressional. (See Congres-
18.30)----- 230	sional work.)
Dash (9.55, 18.27)----- 142, 230	Abbreviations (10.42)----- 158
Use of numerals in (11.17)----- 172	Court of Claims----- 238
Quantity. (See Units of quantity.)	<i>Representative</i> (3.18)----- 26, 53
<i>quart</i> (10.60)----- 168	Not abbreviated (10.30)----- 157
Metric equivalent----- 252	Reprint:
<i>quasi, ex, self</i> (6.34)----- 77	Dates (2.148)----- 20
<i>Queen</i> (3.36)----- 29	Pickup (2.24)----- 10
Queries:	"Set all (no italic)," when to set
Department must answer (1.24)--- 2	italic (12.5)----- 175
Not to be set (2.36)----- 11	Signature marks (2.149)----- 20
Proofreading (2.70-2.72)----- 13	<i>Republic</i> (3.19)----- 26, 53
Question mark (9.113-9.115)--- 148	<i>reservation</i> (3.5)----- 23, 53
Closed up (9.115)----- 148	State name with (10.12)----- 154
Direct query (9.31)----- 140	<i>Resolution</i> (3.39)----- 29, 53
Doubt (9.114, 9.115)----- 148	Abbreviation (10.42, 14.11)--- 158, 183
With quotation marks (9.130,	<i>Resolved, etc.</i> (3.47)----- 31
9.133)----- 150	Italic (3.47, 12.11)----- 31, 176
Quotation marks (9.116-9.133)--- 148-150	<i>Reverend, etc.</i> (10.31)----- 157
Addresses, books, etc. (9.118)--- 148	Revising (2.113-2.131)----- 17-19
Called, so-called, etc. (9.117)--- 148	Galley (2.113-2.120)----- 17
Direct quotations (9.116)----- 148	Page and Stone (2.121-2.129)--- 17-19
Display initial with (9.129)--- 150	Press (2.130-2.131)----- 19
Double, single, double (9.133)--- 150	<i>river</i> (3.5, 3.8)----- 23, 24, 46

	Page		Page
<i>road</i> .....	53	<i>See footnote, etc.</i> (14.105, 14.114)...	194,
Abbreviation (10.16, 14.6)...	155, 183		195
Ordinals (11.11, 14.6).....	172, 183	<i>Self, ex, quasi</i> (6.34).....	77
Roman numerals.....	53	Semicolon (9.134-9.137).....	150-151
Army corps (11.9).....	171	Avoid, where comma will suffice (9.137).....	151
Figure columns:		Before summarizing matter (9.136).....	150
Indexes and contents (16.27)...	219	Clauses containing commas (9.134).....	150
Tabular work (14.95).....	194	Compound sentence (9.23).....	139
List (11.29).....	174	Run-in citations (18.35).....	231
Not preferred (11.3).....	169	Separate statements, closely re- lated or in contrast (9.135).....	150
Period:		Type (9.139, 12.16).....	151, 176
Alined in contents (16.33).....	219	<i>Senate</i> .....	54
Not used after (9.109).....	147	<i>Senator</i> .....	54
Preliminary pages (2.87).....	14	Not abbreviated (10.30).....	157
Royal titles (3.35, 3.36, 3.38)...	28, 29, 46	Serbian alphabet.....	490
Rules in tables (2.1, 14.3).....	7, 183	Serial:	
Running heads:		Letters, italic (12.15).....	176
Copy for, supplied (1.22).....	2	Parentheses (9.83).....	145
Makeup (2.93-2.95).....	15	Numbers:	
Period omitted (9.104).....	147	Comma omitted (9.39, 11.14)...	141,
Russia. ( <i>See</i> U.S.S.R.)		Figures used (11.16).....	170
		Parentheses (9.83).....	145
<b>S</b>		<i>session</i> :	
Salutation:		Abbreviation (10.41, 14.11)...	158, 183
Capitalization (3.60, 17.17)...	32, 224	Ordinals (10.41, 14.11).....	158, 183
Colon after (9.11, 17.17).....	134,	Shape, letters used (2.30-2.32)...	11
138, 224		Plurals (5.28).....	71
Italic (9.11, 17.17).....	134, 138, 224	Shilling mark, in fractions (11.12)...	172
<i>schedule</i> (3.9).....	24, 51, 53	Sign (13.19).....	180
<i>school</i> (3.17).....	25, 51, 53	<i>sic</i> (9.4).....	137
Scientific terms:		Sideheads. ( <i>See</i> Heads, center and side.)	
Abbreviations, punctuation omit- ted (10.3).....	153	Sidenotes (2.25).....	10
Capitalization (3.26-3.29).....	27-28	Abbreviations in (10.2).....	153
Compounding (6.42-6.45).....	79	Signature, unit in lookup (2.108)...	16
Italic (12.9-12.10, 14.137)...	176, 197	Signature marks (2.132-2.143)...	19-20
Quotation marks with (12.10)...	176	Signatures:	
Set in roman (12.9).....	176	Abbreviations (10.24, 17.20)...	156, 224
<i>Scriptures, etc.</i> (3.34).....	28, 54	Capitalization (3.60, 17.2)...	32, 221
<i>seaboard</i> (3.22).....	27, 54	Examples (17.18-17.29).....	224-228
<i>seal</i> (17.28, 17.29).....	227, 228	Leading in courtwork (18.48)...	232
Seasons (3.23).....	27	Preceded by dash (9.53, 17.18)...	142,
Foreign languages. ( <i>See</i> Foreign languages.)		224	
<i>2d, 3d, etc.</i> :		Preparation (2.17).....	9
Comma omitted before (9.25, 9.45, 10.32).....	139, 141, 157	Punctuation (17.25).....	225
Courtwork (18.33).....	231	Quoted matter (17.27).....	226
Ordinals (11.9-11.11).....	171-172	<i>signed</i> (9.117).....	148
Type (10.37, 17.3).....	157, 221	In signatures (17.26).....	225
<i>Secretary, etc.</i> (3.36).....	29, 54	<b>Signs and Symbols</b> (13.1-13.20)...	177-181
<i>General</i> .....	54	Chemical:	
No hyphen (6.40).....	78	Elements (6.44, 13.17)....	79, 179
Plural form (5.6).....	66	Formulas (6.43, 11.15, 13.17)...	79,
<i>section</i> (3.9).....	24, 54	172, 179	
Abbreviation (10.38, 14.10)...	158, 183	Coined words and symbols (5.28, 10.49).....	71, 166
Not abbreviated (10.39).....	158	Degree mark (10.53, 10.55, 11.8e, 13.5).....	167, 170, 177
Caps and small caps (10.39)...	158	Equations (13.8-13.16).....	177-178
Italic to indicate (12.15).....	176	Footnote references (16.13-16.18)...	217-
Roman, over figure column (16.23).....	218	218	
Section mark:		Sequence (16.15).....	218
Footnote reference (16.15).....	219		
Space after (13.6).....	177		
<i>See, see also</i> :			
Italic (12.11, 16.22).....	176, 218		
Roman (14.138).....	197		

Page	Page
<b>Signs and symbols—Continued</b>	
Foreign money (10.62)-----	168, 250
Italic letters (2.66, 12.12–12.14, 13.7–13.8)-----	13, 176, 177
Legends (2.66)-----	13
List (13.19)-----	180
Mathematical signs (13.2)-----	177
Preparing copy (2.27–2.29)-----	10
Repeated (13.6)-----	177
Standardized (13.18)-----	179
Symbol columns (14.160–14.161). X, crossed with, magnification (13.4)-----	200 177
Single punctuation (9.113, 9.138, 18.20)-----	148, 151, 230
Sink (2.91)-----	15
Slavic (Cyrillic) languages-----	489
<b>Small caps:</b>	
Abbreviation (10.48)-----	159
Brackets, parentheses (3.49)-----	31
<i>etc.</i> , <i>et al.</i> (3.57)-----	32
Figures (3.49)-----	31
Heads spaced with en quads (2.42, 3.49, 17.4)-----	11, 31, 221
Italic inferior letters (13.8)-----	177
Proper names (3.50–3.51)-----	31
Roman numerals (2.87, 14.95, 16.27)-----	14, 194, 219
<i>seal</i> (17.28, 17.29)-----	226, 228
<i>v.</i> , in names of legal cases (12.8). -----	175
Soil names (3.29)-----	28, 54
<i>someone</i> , <i>some one</i> (6.12)-----	74
<i>source</i> (9.96, 14.84)-----	146, 192
<i>South</i> (3.21, 3.22)-----	27, 55
Compass directions (10.20, 10.52, 10.53)-----	155, 166–167
Spelled out (10.17)-----	155
<i>southern</i> (3.21, 3.22)-----	27, 55
Spacing. ( <i>See</i> Leading and spacing.)	
Spanish language-----	474
<b>Spelling</b> (5.1–5.43)-----	61–72
Anglicized and foreign words (5.3–5.4)-----	65
Apostrophes and possessives (5.20– 5.35)-----	70–71
<i>cede</i> , <i>ceed</i> , <i>sede</i> (5.13)-----	69
Doubled consonants (5.14–5.15)-----	69
Geographic names (5.36–5.37)-----	71–72
<i>ible</i> , <i>able</i> (5.11)-----	67
Idiomatic phrases (6.52)-----	80
Indefinite articles, use of (5.16– 5.19)-----	69
Indian words (5.41)-----	72
<i>ise</i> , <i>ize</i> , <i>yeze</i> (5.12)-----	68
Ligatures (5.42)-----	72
List (5.2)-----	61
Nationalities (5.38–5.40)-----	72–248
Plural forms (5.5–5.10)-----	65–67
Transliteration (5.43)-----	72–248
Foreign languages. ( <i>See</i> separ- ate foreign languages.)	
<i>square</i> -----	55
Abbreviation (10.16, 14.6)-----	155, 183
Ordinals (11.11, 14.6)-----	172, 183
Stars. ( <i>See</i> Ellipses.)	
<i>State</i> , <i>etc.</i> (3.19)-----	26, 55
<i>Staten Island</i> (10.14)-----	155
<i>States</i> (3.6, 3.19, 3.21)-----	23, 26, 27, 55
Abbreviations (10.12–10.13)-----	154–155
Counties-----	255
Natives of (5.39)-----	72
<i>station</i> (3.6, 3.9)-----	23, 24, 55
State abbreviation with (10.12)-----	154
<i>Statutes</i> , <i>etc.</i> (3.39)-----	29, 53, 55
Abbreviations (10.43, 14.11, 18.33). -----	158, 183, 231
Stonework. ( <i>See</i> Imposition.)	
<i>street</i> -----	55
Abbreviation (10.16, 14.6)-----	155, 183
Ordinals (11.11, 14.6)-----	172, 183
Subentries (9.13, 14.132–14.133, 14.157, 15.17)-----	138, 186–187, 199, 214
<b>Subheads:</b>	
Indexes and contents (16.34)-----	220
Leaderwork (15.11)-----	214
Tabular work (14.42)-----	188
<b>Suffixes</b> (6.29–6.35)-----	77–78
Insect names (8.7)-----	135
Plant names (8.5)-----	131
<b>Suggestions to authors and editors</b> (1.1–1.26)-----	1–5
Summation sign (13.15)-----	178
<i>sun</i> (3.30)-----	28, 56
Sign (13.19)-----	180
<b>Superior figures and letters:</b>	
Astrophysical matter (10.61)-----	168
Chemical elements (6.43)-----	79
Comma omitted (9.40)-----	141
Equations (13.8)-----	177
Follow inferiors (13.16)-----	178
Footnote references (14.102, 16.13, 16.18)-----	194, 217, 218
Italic letters (9.40, 12.12, 13.8)-----	141, 176, 177
Preparing (2.27)-----	10
Type (9.139, 12.16)-----	151, 176
With punctuation (9.124)-----	149
<i>supra:</i>	
Italic (12.3, 18.29)-----	175, 230
Not abbreviated (10.50)-----	166
<i>Survey</i> (3.17)-----	25, 56
Swedish language-----	480
Symbols. ( <i>See</i> Signs and symbols.)	
<b>T</b>	
<i>table</i> (3.9)-----	24, 56
Table of contents. ( <i>See</i> Contents.)	
<b>Tabular work</b> ( <i>see also</i> Leaderwork):	
Abbreviations (14.4–14.13)-----	183
Bearoff (14.14–14.18)-----	183–184
Double-up tables (14.89)-----	193
Leaderwork (15.2–15.4)-----	213
Omitted, "figs. against" (14.90)-----	193, 206
Tables in rules (14.162–14.165)-----	200– 202
Tables without rules (14.167– 14.170)-----	202–203

Page	Page
<b>Tabular work—Continued</b>	<b>Tabular work—Continued</b>
Boxheads (14.19-14.34) . . . . .	Letterspacing—Continued
Horizontal (14.19-14.32) . . . . .	Words (14.44) . . . . .
Runup (14.33-14.34) . . . . .	Makeup. ( <i>See</i> Makeup.)
Braces (14.35, 14.42) . . . . .	Military-style date columns
Centerheads, flush entries, and	(14.61-14.62) . . . . .
subentries (14.36-14.42) . . . . .	Monotype set sizes (tables) . . . . .
Ciphers (14.43-14.50) . . . . .	<i>No.</i> (14.30) . . . . .
Clears marked:	<i>None</i> (14.47, 14.49, 14.74) . . . . .
Decimals (2.18, 14.99) . . . . .	Numerals (14.145) . . . . .
Fractions (2.18, 14.127) . . . . .	Overruns. ( <i>See</i> Indentations and
Column numbers or letters	overruns.)
(14.32, 14.34) . . . . .	Parallel and divide tables (14.146-
Continued heads (14.29, 14.38,	14.153) . . . . .
14.51-14.53) . . . . .	Divide tables (14.152-14.153) . . . . .
Boxheads (14.29) . . . . .	Folioing and stamping (2.22) . . . . .
Dash instead of colon (14.39) . . . . .	Parallel tables (14.146-14.153) . . . . .
Dashes or rules (14.54-14.56) . . . . .	Example . . . . .
Inferior (14.26) . . . . .	Ragged column (14.144) . . . . .
To separate nonmoney groups	Boxheads (14.34) . . . . .
(14.84) . . . . .	Reading columns (14.154-
Date columns (14.57-14.67) . . . . .	14.159) . . . . .
191, 206-207	Examples . . . . .
Military style (14.61-14.62) . . . . .	Scabbard avoided (14.26) . . . . .
Decimals:	Separate sheets (1.6) . . . . .
Alinement (14.43-14.46, 14.98-	Subentries (14.132-14.133, 14.157) . . . . .
14.99) . . . . .	199
Clear marked (2.18, 14.99) . . . . .	Symbol columns (14.160-14.161) . . . . .
Definition and parts of a table	Tables in rules (14.162-14.166) . . . . .
(sample table) . . . . .	202
<i>Ditto</i> ( <i>Do.</i> ) (14.68-14.81, 14.72) . . . . .	Tables without rules ( <i>see also</i>
192, 204	Leaderwork) (14.167-14.170) . . . . .
Open quotes (14.81) . . . . .	203
Divide tables. ( <i>See</i> Parallel and	Total, mean, and average lines
divide tables.)	(14.134-14.136) . . . . .
Dollar mark (14.82-14.87) . . . . .	Tracing figures (14.153) . . . . .
Double-up tables (14.88-14.89) . . . . .	206-207
"Figs. against" (14.90) . . . . .	Type (2.1, 14.3) . . . . .
Figure columns (14.90-14.100) . . . . .	Units of quantity (14.171-
Decimals (14.44-14.46, 14.98-	14.174) . . . . .
14.99) . . . . .	Spacing (14.41) . . . . .
Examples . . . . .	Years (14.41) . . . . .
Footnotes and references (14.101-	Spacing (14.41, 14.66) . . . . .
14.125) . . . . .	188, 191
Position of references . . . . .	Technical terms. ( <i>See</i> Scientific
206-209	terms.)
Fractions (14.126-14.129) . . . . .	Temperature, abbreviations (10.55) . . . . .
Clear marked (2.18, 14.127) . . . . .	<i>terrace:</i>
7, 183	Abbreviation (10.16, 14.6) . . . . .
Hairline rules (2.1, 14.3) . . . . .	Ordinals (11.111, 14.6) . . . . .
Headnotes 14.130-14.131, 14.147) . . . . .	172, 183
198	<i>Territory</i> , etc. (3.19) . . . . .
Indentations and overruns (14.132-	Abbreviation (10.12-10.14) . . . . .
14.136) . . . . .	150-151
Boxheads (14.23-14.24, 14.34) . . . . .	Text footnotes. ( <i>See</i> Footnotes
184,	and references.)
187	<i>The:</i>
Subentries (14.132-14.133) . . . . .	Part of speech (3.51) . . . . .
196	31
Total, mean, and average lines	Title, part of (3.11-3.12, 10.31,
(14.134-14.136) . . . . .	18.14) . . . . .
196-197	24, 56, 157, 229
Italic (14.137-14.138) . . . . .	Time:
197	Abbreviations (10.56, 10.60, 10.66) . . . . .
Leaders (14.139-14.143) . . . . .	167,
197-198	168
Leading:	Astronomical (11.8b, 11.14) . . . . .
Boxheads, solid in leaded tables	170, 172
(14.22) . . . . .	Capitalization . . . . .
184	56
Centerheads (14.36) . . . . .	Clock. ( <i>See</i> Clock time.)
187	Foreign languages. ( <i>See</i> Foreign
Notes (14.84) . . . . .	languages.)
192	Military (11.8b, 11.14) . . . . .
Letterspacing:	170, 172
Boxheads (14.34) . . . . .	
187	

	Page		Page
Time—Continued		Type—Continued	
Use of figures (10.61, 11.8b, 11.8l)-----	168, 170, 171	Increase of text by using leads--	254
<i>title</i> (3.9)-----	24, 56	Indexes and contents (16.35)----	220
Title page:		Italic (12.16)-----	176
Back of (2.85d)-----	14	Vessels (12.6-12.7)-----	175
Congressional-----	386	<i>Jr., Sr.</i> (10.37, 17.3)-----	157, 221
Imprints, etc. (2.148-2.149, 2.151, 2.154-2.156)-----	20	Leaderwork (15.1)-----	213
Part of book (2.85c)-----	14	Legends (2.62)-----	13
Period omitted at ends of lines (9.104)-----	147	<i>Mr., Mrs., etc.</i> (10.37, 17.3)-----	157, 221
<i>U.S.</i> , not abbreviated (10.9)----	154	<i>Note</i> (9.96, 14.84)-----	142, 188
Titles:		<i>Page, etc.</i> , set in roman (16.23)---	218
Acts (3.41)-----	30, 33	Parentheses (9.139, 12.16)---	151, 176
Civil and military:		Picas reduced to inches-----	254
Abbreviations (10.29-10.35)---	156-157	Punctuation:	
Compound (6.40)-----	78	Boldface (9.139)-----	151
Plurals (5.6)-----	66	Italic (12.16)-----	176
Common nouns (3.36)-----	29	<i>seal</i> (17.28, 17.29)-----	227, 228
Foreign books (3.41)-----	30	Signature marks (2.132)-----	19
Heads of state-----	244	Special typefaces (1.14)-----	1
Legal cases (3.39, 12.8, 18.13)---	29, 175, 229	Tabular work (2.1, 14.3)-----	7, 183
Persons (3.35-3.37)-----	28-29	Text (2.1)-----	7
Publications, papers, etc. (3.39- 3.40, 9.118, 12.2)-----	29-30, 148, 175	Words and ems to square inch--	254
Second person (3.38)-----	29, 58		
to:		U	
Alinement (14.93)-----	193	Ukrainian alphabet-----	489
En dash for (9.59, 9.60, 11.8c, 11.8k, 14.155)---	143, 170, 171, 199	<i>ultimo</i> (10.51)-----	166
<i>To Whom It May Concern</i> (9.11, 17.15)-----	138, 223	<i>Under Secretary</i> ( <i>see also</i> Secretary)-	57
Tracing figures. ( <i>See</i> Tabular work.)		<i>Union</i> (3.19, 3.20)-----	27, 57
Trade names (3.25)-----	27, 56, 277	& in name (10.27)-----	156
Transliteration (5.43)-----	72, 248	Comma omitted, between name and number (9.38)-----	141
Foreign languages. ( <i>See</i> separate foreign languages.)		Unit modifiers. ( <i>See</i> Compound words.)	
<i>Treasury, etc.</i> (3.17)-----	25, 56	<i>United Nations</i> (3.17)-----	25, 57
<i>treaty</i> (3.9, 3.39)-----	24, 29, 56	Units of quantity:	
<i>Tribunal</i> (3.17)-----	25, 57	Leaderwork (15.16)-----	214
<i>tunnel</i> (3.10)-----	24, 57	Numerals (11.5, 11.8)-----	169, 170
Turkish language-----	485	Tabular work (14.41, 14.66, 14.171-14.174)---	188, 191, 204-205
Type:		<i>U.S.</i> :	
Boldface, punctuation in (9.139).-	151	Abbreviation (10.9-10.10, 14.7)-	154, 183
Brackets (9.139, 12.16)-----	151, 176	Closed up (2.8, 10.7, 14.7)---	8, 153, 183
Illustrating shape and form (2.30-2.32)-----	11	<i>Reports</i> (18.17)-----	230
Composition:		Spelled out (10.10)-----	154
Correcting pickup (2.34)-----	11	Useful tables-----	241-254
Corrections, care in making (2.38)-----	11	Chemical elements (13.17)---	179
Overruns marked (2.38)-----	11	Foreign countries:	
<i>Pied, dropout</i> (2.37)-----	11	Capitals-----	244
Proofs, clean (2.35)-----	11	Heads of state, etc.-----	244
Courtwork-----	234, 235	Money-----	250
Dash (9.139)-----	151	Nationalities-----	248
Datelines, addresses, and signa- tures (17.3)-----	221	Geologic terms-----	241
Extracts (2.2, 9.127)-----	7, 149	Meridians and base lines-----	243
Footnotes (16.6)-----	217, 234	Metric tables-----	252
Plurals (5.28)-----	71	Monotype set table-----	210-211
Headnotes (2.100, 14.130)---	15, 196	Physiographic terms-----	241
Heads, center and side (2.23)---	10	Physical divisions-----	242
		Type tables-----	254
		Weights and measures-----	253
		<i>U.S.S.R.</i> :	
		Abbreviation (10.11)-----	154
		Capitalized terms-----	57
		Language and alphabet-----	468
		<i>Utah, not abbreviated</i> (10.12)---	154

	Page		Page
<b>V</b>			
<i>v.</i>		Weights:	
Italic (12.8, 14.137, 18.33)-----	175,	Abbreviations (10.60)-----	168
	197, 231	Atomic (13.17)-----	179
Roman (12.8)-----	175	Foreign countries-----	253
Small cap (12.8)-----	175	Metric (10.58)-----	167
<i>van, von</i> (3.13, 3.14, 3.16)-----	25	Metric equivalents-----	247
Verbs—		Numerals (11.8h)-----	171
and adverbs (6.9)-----	74	<i>West</i> (3.21, 3.22)-----	27, 58
Capitalization (3.52)-----	31	Compass directions (10.20, 10.52,	
Infinitive (3.52, 3.56)-----	31, 32	10.53)-----	155, 167
Improvised (6.48)-----	75	Spelled out (10.17)-----	155
Vessels:		<i>western</i> (3.21, 3.22)-----	27, 58
Abbreviations (10.27)-----	156	White Russian alphabet-----	489
Italic (12.6, 14.137)-----	175, 197	Widow lines (2.90)-----	15
Quotation marks (12.7, 12.8)-----	175	Word division (9.76)-----	2-3, 144
<i>Veterans' Administration</i> (5.24)-----	33, 70	Boxheads (14.23)-----	184
<i>Vice President</i> (3.36)-----	29	Foreign languages. (See Foreign	
No hyphen (6.40)-----	78	languages.)	
<i>Virgin Islands</i> (10.12, 10.13)-----	154, 155	Land descriptions (10.22)-----	155
Municipalities-----	263	Latitude and longitude (10.54)-----	167
<i>volume</i> (3.9)-----	24, 58	Parallel tables (14.37, 14.147)-----	188,
Abbreviation (10.38, 10.60)-----	158, 168		198, 208-209
Metric (10.58)-----	167, 252	Words. (See Spelling.)	
Vowels:		<b>XYZ</b>	
<i>a, an</i> , before (5.16-5.19)-----	69	×, crossed with, magnification	
Hyphen, to avoid doubling (6.7)-----	73	(13.4)-----	177
<b>W</b>		<i>yard</i> (10.60)-----	168
<i>War</i> (3.24)-----	27, 58	Metric equivalent-----	252
<i>ward</i> (3.9)-----	24, 58	<i>yze, ise, ize</i> (5.12)-----	68
<i>Webster's Dictionary</i> (5.1, 7.5)-----	61, 81	<i>Your Honor</i> , etc. (3.38)-----	29, 58
		Zone numbers (9.36, 17.1)-----	140,
			221, 233









Suggestions to Authors	Tabular Work
General Instructions	Leaderwork
Capitalization	Footnotes, Indexes, etc.
Guide to Capitalization	Datelines, etc.
Spelling	Courtwork
Compound Words	Useful Tables
Guide to Compounding	Counties
Plant and Insect Names	Index
Punctuation	
Abbreviations	
Numerals	
Italic	
Signs and Symbols	

---

**MARGIN INDEX**

To use bend book in half and follow margin index to page with black edge marker.

The left index column refers to the left bank of markers; the right index column to the right bank of markers.

---